Faculty of Nursing

University of Toronto

Calendar

1988/89

Faculty of Nursing
University of Toronto
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University of Toronto Press/Design Unit

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Officers of the University . . . . . IBC

Academic Calendar 1988–89

1988		
July 1	Friday	University closed in observance of Canada Day Last day for receipt of registration forms for supplemental examinations for the 1987W session.
July 25	Monday	Last day for students to submit their selection forms *for elective courses only*
August 1	Monday	University closed in observance of Simcoe Day
August 8 to August 12	Monday to Friday	Supplemental examinations for the 1987W session
August 11	Thursday	Year II Advanced Standing Examinations, 9:00 a.m. – 4:00 p.m.
September 5	Monday	University closed in observance of Labour Day
September 6 to September 7	Tuesday to Wednesday	Registration
September 14	Wednesday	Academic year begins at 9:00 a.m.
September 23	Friday	Last day to add A, F, H, and Y elective courses. Last day for all full-time and special students to submit course selection forms to the Admissions Officer.
October 10	Monday	University closed in observance of Thanksgiving Day
October 24 to October 28	Monday to Friday	Students must confirm courses with the Admissions Officer
November 4	Friday	Last day to drop A and F elective courses
December 13	Tuesday	Last day of fall term lectures
December 14 to December 23	Wednesday to Friday	Fall term examinations
1989		
January 2	Monday	Spring term begins at 9:00 a.m.
January 13	Friday	Last day to add B and S elective courses
February 10	Friday	Last day to drop H and Y elective courses
February 13 to February 17	Monday to Friday	Reading Week; classes withdrawn
February 24	Friday	Last day to withdraw from the full-time degree programme without academic penalty Last day to drop B and S elective courses
March 10	Friday	Last day for receipt of applications to the Special Summer Programme (NUR100A, 104B)
March 24	Friday	University closed in observance of Good Friday
April 1	Saturday	Last day for receipt of applications for full-time study
April 7	Friday	Last day of spring term lectures
April 13 to May 5	Thursday to Friday	Annual Examinations

April 17 to May 12	Monday to Friday	Year IV Independent Experience
April 20	Thursday	First day of Passover
April 21	Friday	Second day of Passover
April 24 to May 12	Monday to Friday	NUR303B: three-week block clinical experience
April 26	Wednesday	Second last day of Passover
April 27	Thursday	Last day of Passover
May 22	Monday	University closed in observance of Victoria Day
May 16 to June 9	Tuesday to Friday	NUR103B: three-week block clinical experience
June 5 to August 11	Monday to Friday	Special Summer Programme (NUR100A, NUR104B)
June 30	Friday	Last day for receipt of registration forms for supplemental examinations for the 1988W session
August 7	Monday	University closed in observance of Simcoe Day
August 8 to August 11	Tuesday to Friday	Supplemental examinations for the 1988W session
August 11	Friday	Last day for receipt of applications for part-time study

The first day of the fall term, or tests, will not be scheduled on the first and second days of Rosh Hashanah or on Yom Kippur; examinations will not be scheduled on the first two and last two days of Passover.

Sessional dates may differ in other faculties or divisions and students are advised to check the appropriate calendar(s) in order to coordinate their schedules. Students are expected to abide by the withdrawal dates of this Faculty.

Administrative Officers

Dean
Phyllis E. Jones, M.Sc.

Administrative Assistant
Anne C. O'Neill

Secretary to the Dean
Margaret Streadwick

Admissions Officer
Sue Tripathi

Secretary of the Faculty
Lynn Snowden, B.A.

Graduate Student Affairs Secretary
Holly P. van Veen

Faculty 1987–88

Professor Emeritus
Margaret Allemang, M.N. Ph.D.
Margaret C. Cahoon, B.A., M.Ed., Ph.D.
Helen M. Carpenter, B.S., M.P.H., Ed.D.
Rosella Cunningham, B.Sc.N., M.P.H.
Nora I. Parker, B.A., M.A., Ph.D.
Jeannette E. Watson, B.Sc.N., M.Sc.N.
M. Jean Wilson, B.A., B.Paed.

Full-time
Kathleen E. Arpin, B.Sc.N., M.S., *Professor*
Jacqueline S. Chapman, B.S.N., M.S.N., Ph.D., *Professor*
Phyllis E. Jones, B.Sc.N., M.Sc., *Kathleen Russell Professor*
M. Kathleen King, B.A., B.Sc.N., M.S.N., *Professor*
May A. Yoshida, B.Sc.N., M.N., *Professor*

L. Joan Brailey, B.Sc.N., M.Sc.N., *Associate Professor*
Gayle Burns, B.N., M.Sc.N., *Associate Professor*
Dorothy M. Craig, B.Sc.N., M.Sc.N., *Associate Professor*
Jane E. Graydon, B.Sc.N., M.S., Ph.D., *Associate Professor*
Rebecca S. Hagey, B.Sc.N., M.A., Ph.D., *Associate Professor*
Ellen Hodnett, B.S.N., M.Sc.N., Ph.D., *Associate Professor*
Isabel MacRae, B.S., M.A., Ph.D., *Associate Professor*
Patricia D. McKeever, B.N., M.Sc.(A), *Associate Professor*
Hattie Shea, B S.N.Ed., M.S.N., *Associate Professor*
Hanneke M.Th. van Maanen, M.A., M.P.H., Dr N.Sc., *Associate Professor*

Linda-Lee O'Brien-Pallas, B.Sc.N., M.Sc.N., Ph.D., *Assistant Professor*

Mary-Elizabeth Bongers, B.Sc.N.Ed., D.C.S., *Senior Tutor*
Pushpa Butani, B.Sc.N., M.N., *Senior Tutor*
Diana H. Gendron, B.S., M.S., *Senior Tutor*
Pamela Khan, B.N., M.Sc.(A), *Senior Tutor*
Carol Lawson, B.Sc.(N), M.Sc.(A), *Senior Tutor*
H. Francine Wynn, B.A., M.A., *Senior Tutor*

Lori Adler, B.Sc.N., *Tutor*
Lynn Blufarb, B.S.N., M.Sc.N., *Tutor*
Elizabeth N. Flanagan, B.Sc.N., *Tutor*
Catherine Hardie, B.Sc.N., M.Sc.N., *Tutor*
Penny S. Katz, B.Sc.N., *Tutor*
Geraldine Macdonald, B.Sc.N., M.Ed., *Tutor*

Cynthia S. Moorcroft, B.Sc.N., *Tutor*
Joy A. Richards, B.Sc.N., *Tutor*
Judith Young, B.Sc.N., M.Sc.N., *Tutor*
Lesley E. Young, B.Sc.N., M.Sc.N., *Tutor*

Part-time

Carol J. Brehaut, B.Sc.N., M.Ed., *Associate Professor*
Regina M. Browne, B.Sc.N., M.S., M.Ed., Ph.D., *Adjunct Associate Professor*
Barbara A. Johnson, B.Sc.N., M.Sc.N., *Assistant Professor*
Janice C. Monaghan, B.S.N., M.Ed., *Assistant Professor*
Annette M. O'Connor, B.Sc.N., M.Sc.N., Ph.D., *Adjunct Assistant Professor*

Judith H. Watt-Watson, B.Sc.N., M.Sc.N., *Senior Tutor*

Maureen Barry, B.Sc.N., M.Sc.N., *Tutor*
Sandra Doyle, B.Sc.N., *Tutor*
Karon Foster, B.Sc.N., *Tutor*
Wendy Goodman, B.Sc.N., *Tutor*
Jane Harlock, B.Sc.N., *Tutor*
Gail MacKenzie, B.Sc.N., *Tutor*

Cross-Appointment

Hilary Llewellyn-Thomas, B.Sc.N., M.Sc.N., Ph.D , *Assistant Professor*
Anne Hedlin, B.Sc.N., M.Sc., Ph.D., Lecturer

Clinical Appointment

Barbara E. Burke, B.N., M.Sc.(A), *Associate Professor*
Patricia M. Hay, B.N., C.H.E., M.H.S.A., *Associate Professor*
Iola Smith, B.N., M.A., Ph.D., *Associate Professor*
Susan D. Smith, B.N.Sc., M.Sc.N., *Associate Professor*

Audrey Abbey, B.Sc.N., *Assistant Professor*
Alison F. Bannerman, B.Sc.N., M.S., *Assistant Professor*
Barbara G. Brown, B.Sc.N., M.N., *Assistant Professor*
Marilyn J. Bruner, B.Sc.N., M.Sc.N., *Assistant Professor*
Paulette A. Chalifoux, B.N., M.S., *Assistant Professor*
M. Pamela Churchill, B.N., M.A., *Assistant Professor*
Anne Evans, B.Sc.N., M.H.Sc., *Assistant Professor*
Mary L. Ferguson-Paré, B.Sc.N., *Assistant Professor*
Margaret I. Fitch, B.N., M.Sc.N., Ph.D., *Assistant Professor*
Paula Goering, B.S.N., M.S.N., Ph.D., *Assistant Professor*
Evelyn Hall, B.Admin.(Health Services), M.B A., *Assistant Professor*
Margaret Keatings, M.H.Sc., *Assistant Professor*
Jane E. Keslick, B.Sc.N., *Assistant Professor*
Karen B. Kline, B.Sc.N., M.Sc., *Assistant Professor*
Margaret J. McGovern, B.Sc.N., M.Sc.N., *Assistant Professor*
E. Elizabeth McVey, B.Sc.N., M.E.S., *Assistant Professor*
Isabel C. Milton, B.N., M.Sc.(A), *Assistant Professor*
Celina C. Moses, B.Sc.N., M.Sc.N , *Assistant Professor*
Frances G. Picherack, B.Sc.N., M Ed., *Assistant Professor*
Jennie Pickard, B.Sc.N., M.Sc.N., *Assistant Professor*
V. Elaine Pollett, B.N., M.S.N., *Assistant Professor*
Mary Rakoczy, B.A., M.Sc.(A), Ph.D., *Assistant Professor*
Nancy Read, B.N., M.Sc.(A), *Assistant Professor*
Judith Shamian, B.A., M.P.H., *Assistant Professor*
M. Virginia Sinnott, B.Sc.N., M.H.Sc.CHE, *Assistant Professor*
Louis Wilson, B.Sc.N., M.Ed.(Admin.), *Assistant Professor*

Norma L. Bene, B.N., *Clinical Associate*
Natalie Bubela, B.N.Sc., M.Sc.(A), *Clinical Associate*
Anne L. Coghlan, B.Sc.N., M.Sc.N., *Clinical Associate*
Claire Sheinman Cowan, B.S.N., M.S N., *Clinical Associate*
Bonnie Davidson, B.Sc.N., M Sc.N., *Clinical Associate*
Pamela Dawson, B.Sc.N., M.S.N., *Clinical Associate*
Linda J. Feldman, B.Sc.N., M.Sc.N., *Clinical Associate*
Susan C. Galloway, B.Sc.N , M.Sc.N., *Clinical Associate*
Diane Irvine, B.A., M.H.Sc., *Clinical Associate*
Judith A. Knighton, B.Sc.N., M.Sc.N., *Clinical Associate*
Karen MacKinnon, B.Sc.N., M.Sc.N., *Clinical Associate*
Eleanor Pask, B.Sc.N., M.Sc.N., *Clinical Associate*
Barbara Reid, B.Sc.N., M.S., *Clinical Associate*
Eleanor Ross, B.Sc.N., M.Sc.N., *Clinical Associate*
Donna Shields-Poë, B.Sc.N., M.S.N., C.N.M., M.Sc., *Clinical Associate*
Nicola Sims-Jones, B.Sc.N., M.Sc.N., *Clinical Associate*
L. Jean Trimnell, B.Sc.N., M.Sc.N., *Clinical Associate*

Donna Tweedell, B.Sc.N., M.S.N., *Clinical Associate*
Leslie Vincent, B.Sc.N., M.Sc.(A), *Clinical Associate*
Donna L. Wells, B.A., M.H.Sc., *Clinical Associate*

Sharon G. Bennett, B.Sc.N., *Clinical Assistant*
Jennie Critchley-Pineo, B.Sc.N., *Clinical Assistant*
Lisa G. Gragtmans, B.Sc.N., *Clinical Assistant*
Zonia A. Hicke, B.Sc.N., *Clinical Assistant*
Erin Hughes, B.Sc.N., *Clinical Assistant*
Jennifer A. Munro, B.Sc.N., *Clinical Assistant*

1 **Undergraduate – Bachelor of Science in Nursing**
A four-year programme, the first, second and third years of which are also available on a part-time basis through Woodsworth College to graduates of diploma nursing programmes only.

2 **Graduate – Master of Science in Nursing**
A two-year programme that focuses on clinical specialization and research.

3 **Continuing Education**
Effective April 30, 1988 continuing education courses for nurses will be administered by the School of Continuing Studies. A wide range of nursing courses jointly planned by the Faculty of Nursing and the School of Continuing Studies will be offered. Any enquiries related to continuing education for nurses after May 1, 1988 should be directed to the School of Continuing Studies, 158 St. George St., Toronto, M5S 1A1, 978-6714.

4 **Special**
Requests for programmes for sponsored students from other countries are considered in the cases of nurses who are preparing for work in their own countries or for an international assignment.

Undergraduate Information

1 Admission and Registration

Full details of the University of Toronto undergraduate admission requirements for 1989 are available on request from the Office of Admissions, University of Toronto, 315 Bloor St. West, Toronto, Ontario, M5S 1A3, and from all Ontario secondary schools. The 1988 requirements follow.

2 General Requirements

(a) *Applicants from Ontario secondary schools*:
Entrance to Year I of the Undergraduate Programme is offered, depending upon the number of places available, to candidates who demonstrate good standing, based upon the following evidence.

(i) Completion of secondary school studies, including six Ontario Academic Credits (OACs), including Chemistry and English I/anglais. Mathematics and Biology are recommended.

(ii) Applicants whose first language is not English who present OAC English I will not be required to submit any further evidence of English facility for admission.

(iii) A recommendation by the secondary school last attended regarding suitability for university studies.

Candidates presenting certificates other than OACs will have their certificates individually assessed for equivalency. Chemistry and English or their equivalents will be required of all candidates.

(b) *Applicants with Previous University Preparation*:
Persons who have completed two or more years of a previous baccalaureate degree programme with high standing, and whose undergraduate programme included appropriate natural and social sciences and humanities, may be considered for admission to a special arrangement of the Undergraduate Programme which includes one summer session. Those who wish consideration for this programme should arrange an interview through the Admissions Officer of the Faculty of Nursing.

(c) *Applicants with Diploma Nursing Education*:
Candidates who are graduates of diploma nursing programmes are required: (i) to have completed secondary school studies, including a full programme of academic work at the OAC Grade 13 level, including Chemistry and English; (ii) to present an official transcript of their professional training. If this transcript is not available, an interim transcript must be forwarded to the Office of Admissions during the application period. A notarized English translation must accompany transcripts that are in a language other than English or French. Applicants may also be considered as non-matriculant students.

3 Non-matriculant Applicants

A candidate of mature age (21 years of age or older on October 1st of the Winter Session, or July 15th of the Summer Session), who has lived in Ontario for a minimum of one year and is normally a resident of Ontario, may request special consideration for admission to the Faculty if high standing has been obtained in Preparation for University Chemistry and Pre-University English, which are offered through Woodsworth College (or equivalent courses), and standing in such other tests as may be required. The candidate's previous secondary school record will also be taken into account. Possession of the minimum requirements does not ensure selection.

4 Student Visa Applicants

A maximum of ten percent of places in Year I of the Undergraduate Programme is available, on a competitive basis with all other applicants, to students on visas. Visa students should be aware that completion of the B.Sc.N. programme of the University of Toronto does not necessarily ensure qualification to practise in their own countries.

5 English Facility

Applicants whose first language is not English and who have studied two years or less in an English Language school system, and who have not taken OAC English I, must achieve an appropriate standard in a recognized test of facility in English such as the University of Michigan English Language Assessment Battery Test, the Test of English as a Foreign Language (T.O.E.F.L.) administered by the Education Testing Service, or the British Council English Language Testing Examination. The minimum T.O.E.F.L. score for admission is 580. The minimum score for the University of Michigan test is 90. The University of Toronto is a sponsoring agency for the University of Michigan English test, and information about the test is sent to any applicant of whom it will be required.

6 Application Procedures

(a) Candidates currently in an Ontario secondary school should apply through their high schools using the General Application for Admission to an Ontario University.

(b) All other candidates should write to the Office of Admissions, giving details of their previous academic work. Application form and supporting documents should be submitted as soon as possible and *not later than April 1*. Only in circumstances which the Subcommittee on Undergraduate Admissions deems exceptional will a late application be considered.

(c) Persons wishing consideration for admission to the Special Summer Programme (NUR100A and NUR104B) should submit application forms and

supporting documents *no later than March 10* to the Office of Admissions, University of Toronto, 315 Bloor St. West, Toronto, Ontario, M5S 1A3.

7 **Supporting Documents**
Supporting documents include all final secondary school certificates held. These certificates must indicate the subjects studied and grades obtained. A notarized English translation must accompany transcripts that are in a language other than English or French.

In addition, a *student who has previously attended a university must submit the following*:

(a) Official transcripts, issued by the university or college previously attended, giving in detail the courses completed, with the standing and grades in each. Transcripts or a supporting letter from the registrar of the university or college must indicate that the candidate has been granted honourable dismissal and is eligible for re-admission to the institution concerned in the session for which he seeks admission to the University of Toronto.
(b) Official statements or calendars giving full information on the content of the university courses covered by the transcripts submitted. Final decisions regarding advanced standing based upon previous university work will be determined by the Faculty of Nursing after the applicant has been admitted. Enquiries regarding advanced standing should be directed to the Admissions Officer, Faculty of Nursing.

Candidates who have previously failed in university work may be considered under special circumstances; candidates with two previous failures are normally refused admission.

For further information about admission requirements, consult the Office of Admissions, stating what credentials will be offered, with a listing of courses and grades obtained.

8 **Time Limit (for Graduates of Diploma Nursing Programmes)**
Students who are graduates of diploma nursing programmes will be required to complete the programme within eight (8) years of initial registration. The final year (Year IV) is taken in full-time study. In third year, diploma nurse students must take the three nursing courses (NUR 300Y, NUR 302Y, NUR 303B) simultaneously but may take the balance of courses in part-time study.

9 **Petitions for Re-admission**
Students who discontinue study at the end of any year of the Undergraduate Programme may petition for re-admission with advanced standing on their return. This is granted on such conditions as the Faculty Council may prescribe. When a period of over five years has elapsed since the courses previously studied were completed, these will be evaluated in terms of the content when the applicant seeks re-admission to the programme. Permission to re-enrol in any calendar year will be determined by previous academic performance and places available.

Students readmitted to the programme are charged a readmission fee of $20.00 payable at the time of registration.

10 **General Information for Applicants**
(a) Candidates wishing an interview may arrange an appointment through the Admissions Officer of the Faculty.
(b) Each candidate for admission will be informed of the University's decision as early as possible and should await acceptance before leaving for Toronto.
(c) Detailed instructions concerning registration and health requirements will be mailed to returning and newly admitted students before the beginning of each academic year.
(d) A student who has been granted credit for a course will not be permitted to repeat that course or its equivalent.
(e) Students are expected to participate in laboratory classes where observation and/or practice is carried out on himself or on a fellow student.
(f) Students are required to possess a currently valid life support certificate (such as the basic Rescuer Course offered through the Heart and Stroke Foundation) at registration in Years II, III, and IV, but are advised to obtain the certificate before that time.

11 **Examinations for Advanced Standing**
After being admitted, graduates of diploma nursing programmes are automatically granted credit for the Year I nursing courses, NUR 100Y, NUR 102Y, and NUR 103B, and are eligible for advanced standing in NUR 200Y and NUR 202Y, on the basis of examinations developed for this purpose. These examinations may be written by students in the year in which they are admitted, or in subsequent years, and are available only to graduates of diploma nursing programmes.
(a) The results obtained by candidates in the examinations will determine their eligibility for advanced standing in NUR 200Y and NUR 202Y.
(b) The examinations for advanced standing will be held once a year, generally in August.
(c) Admission to the undergraduate programme will not be contingent upon the results of the examinations. The results of the examinations will determine the number of courses still to be completed in the Undergraduate Programme.
(d) The charge for writing the examinations is $40.00.

12 **Selection of Courses**
(a) *Course Selection*. Students must submit their course selection forms for approval to the Admissions Officer by September 23. After September 23,

students may change their course selection only after consultation with the Admissions Officer.
(b) *Course Confirmation*. In order to verify the computer loading of the courses and/or course selection changes which may take place after September 23, ALL students are required to confirm their programmes during the week of October 24. Beginning October 31, a late confirmation fee of $5.00 will be levied.
While the Admissions Officer is always available to give advice and guidance, it must be clearly understood that the ultimate responsibility for the completeness, correctness and confirmation of course selection rests with the student. Failure to observe regulations and deadlines can result in academic and financial consequences.

13 **Withdrawals and Transfers**
(a) Students who wish to withdraw or transfer should consult with the Admissions Officer.
(b) Students who wish to withdraw from any course must notify the Admissions Officer promptly. Merely ceasing to attend lectures or informing the instructor, although it is courteous to do so, does not constitute official withdrawal. Notice of withdrawal must be submitted to the Admissions Officer by the last day to drop a course without academic penalty as listed in *Academic Calendar* (pages 2, 3). Students who withdraw from the programme must return their photograph identification, student and library cards with the notification of withdrawal.
Students who (1) do not write the examination, or (2) cease to attend lectures after the last day to drop a course without academic penalty as listed in *Academic Calendar*, without having officially withdrawn, will be assigned a mark consisting of the weighted average of the course work completed. Petitions for exceptions based on medical or compassionate grounds, together with supporting documents, must be submitted to the Faculty Secretary before the end of the examination period.
(c) A student may withdraw from the full-time Undergraduate Programme without academic penalty up to February 24.
(d) In NUR103B, NUR100A, NUR104B and NUR303B, withdrawal without academic penalty will be permitted any time prior to the final week of the course.

14 **Health Regulations**
(a) *For Admission* (all undergraduate students) Applicants must send to the Faculty by August 2, 1988:
(i) a report *from a physician* on the form provided testifying to the general good health of the candidate;
(ii) a report *from a physician* on the form provided for current immunization against rubella, tetanus, diphtheria, poliomyelitis, measles, mumps, varicella;
(iii) a report *from a physician* on examination for tuberculosis;
(iv) proof of registration in the Ontario Health Insurance Plan or its equivalent for medical and hospital insurance coverage.

(b) *During the Programme*
(i) A medical examination will be available if requested by the student.
(ii) A medical examination is required by the University Health Service if a student participates in competitive athletics.
(iii) Immunization (booster) will be repeated when necessary.
(iv) Yearly examination for tuberculosis is required of all students.

15 **Petitions**
Students should always consult the Admissions Officer for guidance if anything occurs that interferes with continuing or completing their courses, or that appears to be contrary to rules, regulations and deadlines. Students are responsible for knowing the rules and regulations in the Calendar. Failure to observe them can result in academic and/or financial penalties. However, students who have genuine difficulties in complying with a particular regulation may petition that it be waived or varied.
Petitions regarding examinations, grades, or standing will be considered according to the procedures published in this Calendar. Such petitions must be filed before the last day of the final examinations (December, May, or August), together with a medical certificate that includes a statement that the candidate was examined at the time of the illness, or other evidence to support the petition. Such petitions are to be submitted to the Faculty Secretary for consideration by the Curriculum Committee of Council.

Aegrotat Consideration
If the ability of a student to complete a course or the programme is affected by illness or domestic problems, a petition may be made through the Faculty Secretary for consideration by the Curriculum Committee of Council. If there are adequate grounds for the petition, the status of the work done by the student will be determined as well as the steps, if any, that must be taken in order to complete the course or programme. Such petitions must be filed before the last day of the final examinations (December, May or August), together with a medical certificate that includes a statement that the candidate was examined at the time of the illness, or other evidence to support the petition. Aegrotat standing is seldom granted.

16 **Regulations Concerning Unsatisfactory Work**
(a) Students who fail to achieve standing in any year of the Programme and who desire to re-enrol must petition the Faculty for permission. Permission to re-enrol in any calendar year will be deter-

mined by previous academic performance and places available.
(b) Normally Faculty Council will not grant readmission or further registration in the Faculty to any student who on two occasions fails to secure the right to advance to a higher year in the Faculty.
(c) Faculty Council may suspend a student from registration in the Faculty for a given period of time not exceeding two years and/or until the satisfaction of other conditions as it may see fit. Upon satisfying the conditions of the suspension, the student shall be eligible for consideration to reregister in the Faculty.
(d) A student who does not write final examinations or who withdraws from the full-time programme after February 24 (except for medical or similar reasons, for which proof must be submitted) will be regarded for the purposes of these regulations as having failed to obtain standing for the year.

(e) *Probationary status*.
A full-time student shall be on academic probation for a period of up to 16 months who
i) has an average of less than 60% in any academic year; or
ii) has failed to achieve standing in 1.5 courses in any academic year.
A part-time student shall be on academic probation for a period of up to 16 months who
iii) has a cumulative average of less than 60% on the first set of 5.5 courses or any subsequent set of 5.5 courses;
iv) fails 1.5 of the first set of 5.5 courses or any subsequent set of 5.5 courses.
Probation will begin the day the grades are reviewed by the Curriculum Committee of Council. It must be cleared within 16 months of that date.

Clearing Probation
Requirements for the lifting of probation will include: 1) successful completion of all courses taken during the probationary period; 2) clearance of any previously failed courses; and 3) achievement of an average of 60% or better in the probationary period.
Students who fail to clear probation in the probationary period, or whose marks would invoke probation a second time in their undergraduate programme will have their registration cancelled.

Unsafe Performance
Unsafe performance is the display by a student in caring for a patient of (i) a lack of knowledge, skill or judgment, or (ii) disregard for the welfare of the patient, of a nature or to an extent which indicates that the student is unfit to continue in a course or courses or to continue as a student in the Faculty.

Procedures for Withdrawing a Student for Unsafe Performance
(1) The clinical instructor will identify unsafe performance, notify the student in writing, and discuss it with the student.
(2) The instructor will inform the lead teacher and the undergraduate chairman immediately.
(3) A meeting of the student, clinical instructor, and the undergraduate chairman will be held as soon as possible.
(4) An evaluation from a second clinical instructor experienced in the same clinical area who is mutually agreed upon by all 3 people will be sought. If mutual agreement cannot be reached, the Dean will appoint a consulting instructor.
(5) The undergraduate chairman, the primary instructor and the consulting instructor will decide whether the student will be withdrawn immediately or allowed to continue in the course.
(6) If withdrawn, the undergraduate chairman will report the withdrawal to the next meeting of the Curriculum Committee of Council for approval.

17 **Structures and Procedures for Academic Appeals**
(a) An academic appeal is an appeal by a student:
(1) against a decision as to the students' success or failure in meeting an academic standard or other requirement;
(2) as to the applicability to the student's case of any academic regulation.

(b) Structures
(1) The Academic Appeals Committee of the Council of the Faculty of Nursing has been established as the formal structure within the Faculty for the hearing of appeals. Within the Faculty, final decision on an appeal rests with this Committee which reports to Faculty Council for information.
(2) A further right of appeal is to the Academic Appeals Board of the Academic Affairs Committee of the Governing Council.

(c) Procedures
(1) In the event that a student feels that there is a cause for appeal and is considering a formal appeal, he/she should first arrange an interview with the Chairman of the Undergraduate Programme.
(2) If a formal appeal is to be launched, the student must consult the Faculty Secretary about the preparation and submission of the appeal.
(3) Time limit – An appeal to the Faculty of Nursing Academic Appeals Committee must be submitted no later than six months after the decision from which the appeal is being taken has been communicated in writing to the appellant. An appeal to the Academic Appeals Board of Governing Council shall, except in exceptional circumstances, be commenced by filing a notice of appeal with the Secretary of the Board. Notice may be filed no later than ninety days after the decision from which the appeal is being taken has been communicated in writing to the appellant.
(4) The written notice of appeal must state the

nature and grounds of the appeal. It is expected that a copy of any document(s) that will be used in support of the appeal will accompany the form.
(5) The appellant has the right to appear before the Academic Appeals Committee in person, with or without counsel or other adviser. If the appellant intends to be represented by counsel, this must be communicated to the Chairman of the Academic Appeals Committee on the notice of appeal.
(6) Receipt of the appeal will be acknowledged by the Chairman of the Academic Appeals Committee in a form letter sent by registered mail or other receipted delivery.
(7) The Chairman of the Academic Appeals Committee, along with the Faculty Secretary, will then set a date and time for the appeal to be heard. The appellant will be notified of the date, time and place of the meeting by registered mail or other receipted delivery.

(d) General format for the Conduct of the Academic Appeals Committee Meetings
(1) On entry to the Academic Appeals Committee Meeting, the appellant and/or counsel are informed that the members of the Committee have read but not discussed the appeal and related material.
(2) Both parties and/or their counsel have the right to call and examine/cross-examine witnesses and present their arguments and submissions, including any new information. The parties are requested however to only highlight, and not repeat points already made in the submitted materials.
(3) The Committee members may then wish to raise questions to the appellant about the evidence presented.
(4) If the appellant has had a petition refused by another committee in the Faculty of Nursing that is relevant to the appeal, the chairman of that committee will be asked to present the reasons for refusal. If it is not possible to attend in person that chairman will be asked to provide a written statement summarizing the reasons for the refusal of the petition.
(5) If the appeal concerns a faculty member, that person will be invited to attend the hearing to respond to the appeal. A written statement from the instructor may be elected as an alternative.
(6) The appellant will be ensured the opportunity to make a final statement.
(7) After both parties have completed their arguments and the members of the Academic Appeals Committee have completed the questioning of the parties, the student, his/her counsel, and any other person who has taken part in this hearing, shall withdraw and the Academic Appeals Committee shall proceed to consider and determine their decision on the appeal.
(8) The decision of the Academic Appeals Committee will be determined by a majority show of hands.
(9) The decision of the Academic Appeals Committee will be sent by registered mail or other receipted delivery within four working days following the meeting at which the decision is made.
(10) When communicating the decision to the appellant, the Academic Appeals Committee will give a concise but complete statement of reasons for the decision.

18 **Discipline**

Students should familiarize themselves with the University Code of Behaviour (excerpted below) and regulations concerning academic discipline.

CODE OF BEHAVIOUR ON ACADEMIC MATTERS

The University of Toronto has a responsibility to protect the integrity and standards of the teaching and learning relationship, and of its degrees, diplomas and certificates. This Code of Behaviour on Academic Matters is one way of ensuring this integrity by setting out clearly the standard of conduct expected of members of the University community, and by specifying appropriate procedures and sanctions when breaches of the Code occur. While members of the community enjoy the same basic rights as do all citizens, we have a special responsibility to honour the rights and freedoms essential to the nature of a University.
The University does not serve as a sanctuary from the laws governing all citizens. Nor does it stand *in loco parentis* to any of its members, and each member is free to organize his or her own personal life and behaviour subject only to the law and to the duly established rules of the University.
The Academic Affairs Committee shall have the responsibility to ensure that the Code properly reflects these rights and freedoms. The Provost and the Tribunal shall have the responsibility to ensure that the Code is fairly applied and that the standards are enforced.
Unless otherwise directed by the Tribunal or the Dean, as the case may be, the Provost shall report the name of any member convicted by the Tribunal of an offence or suspended by the Dean for twelve months, giving the nature of the offence and the sanction imposed, to the Academic Affairs Committee in open session. In addition, the Provost shall report annually to the Academic Affairs Committee a statistical summary, without names, of the academic offences disposed of by the Tribunal and at the decanal level.

Academic Offences
1. In order to protect the integrity of the teaching, learning and evaluation processes of the University, it shall be an offence for any member, either at the University, at another educational institution, or elsewhere,
(a)(i) to use or possess unauthorized aid or obtain unauthorized assistance in, or to impersonate

another person at any academic examination or term test or in connection with any other form of academic work;
(ii) to represent as that of the member in any academic work submitted for credit in or admission to a course or programme of study or to fulfill a requirement for any degree, diploma or certificate, any idea or expression of an idea or work of another;
(iii) to submit for credit in any course or programme of study, without the knowledge and approval of the member to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course or programme of study in the University or elsewhere;
(iv) to submit for credit in any course or programme of study any academic work containing a purported statement of fact or reference to a source which has been concocted.
(b) to the benefit or detriment of a member or former member,
(i) to evaluate academic work performed by the member for credit in a course or programme of study by reference to any criterion that does not relate to the merit of the academic work or to the time within which the academic work is to be submitted or to the manner in which the academic work is to be performed; or
(ii) to evaluate an application by the member or former member for admission or transfer to a course or programme of study by reference to any criterion that does not relate to the suitability of the applicant for the course or programme of study; except that where a limitation on enrolment in the course or programme of study exists, suitable candidates may be selected by duly established and published criteria.
(c) to forge or in any other way alter or falsify any academic record, or to utter or make use of any such forged, altered or falsified record.
(d) to remove books or other library material from a University library without proper authorization, to mutilate library material or misplace it, or in any other way to deprive another member or members of the University of the opportunity to have access to library resources.
(e) to make use of a computer for an unauthorized purpose or for any purpose other than that for which the computing access code was granted, or to access, use, alter, modify, read or copy datasets that do not belong to the member or are not intended for the use of the member, or to interfere with the legitimate use of a computer by another member or members, or to make use of an account or access code not legitimately belonging to the member or without the knowledge and permission of a member to whom it legitimately belongs; or
(f) to access any University computer system without proper authorization, to modify, remove, use or prevent access to its programmes or datasets, to damage or mutilate a computer, or in any way to deprive another member or members of the University of the opportunity to have legitimate access to computer resources.
2. In order to protect the integrity of the degrees, diplomas and certificates granted by the University, the Tribunal shall have power,
(a) to recommend to the Governing Council the cancellation, recall or suspension of any degree, diploma or certificate obtained by any graduate, or
(b) to cancel academic standing or academic credits obtained by any former student who, while a member, committed any offence which if detected before the granting of the degree, diploma, certificate, standing or credits would, in the judgment of the Tribunal, have resulted in a conviction and the application of a sanction sufficiently severe that the degree, diploma, certificate, standing or credits would not have been granted.

Parties to Offences
1. (a) Every member is a party to an offence under this Code who:
(i) actually commits it;
(ii) does or omits to do anything for the purpose of aiding or assisting another member to commit the offence;
(iii) does or omits to do anything for the purpose of aiding or assisting any other person who, if that person were a member, would have committed the offence;
(iv) abets, counsels, procures or conspires with another member to commit or be a party to the offence; or
(v) abets, counsels, procures or conspires with any other person who, if that person were a member, would have committed or have been a party to the offence.
(b) Every party to an offence under this Code is liable upon admission of the commission thereof, or upon conviction, as the case may be, to the sanctions applicable to that offence.
2. Every member who, having an intent to commit an offence under this Code, does or omits to do anything for the purpose of carrying out that intention (other than mere preparation to commit the offence) is guilty of an attempt to commit the offence and liable upon conviction to the same sanctions as if he or she had committed the offence.
3. Where a group is guilty of an offence under this Code, every officer, director or agent of the group, being a member of the University, who directed, authorized or participated in the commission of the offence is a party to and guilty of the offence and is liable upon conviction to the sanctions provided for the offence whether or not the group has been prosecuted or convicted hereunder.

Sanctions
1. One or more of the following sanctions may be

imposed by the Dean where a student or former student admits to the commission of an offence:
(a) censure;
(b) assignment of a mark of zero or a failure for the piece of academic work in respect of which the offence was committed;
(c) assignment of a penalty in the form of a reduction of the final mark;
(d) denial of privileges to use any facility of the University, including library and computer facilities;
(e) assignment of a mark of zero or a failure for the course in respect of which the offence was committed;
(f) suspension from attendance in a course or courses, a programme, an academic division or unit, or the University for a period of not more than twelve months.
2. One or more of the following sanctions may be imposed by the Tribunal upon conviction of any student or former student of any offences:
(a) the sanctions enumerated in clause 1 above;
(b) suspension from attendance in a course or courses, a programme, an academic unit or division, or the University for such period of time up to five years as may be determined by the Tribunal;
(c) assignment of a mark of zero or a failure for any completed courses or courses in respect of which any offence was committed or in any course or courses which have not been completed at the time the offence was committed;
(d) recommendation of expulsion from the University;
(e) recommendation for revocation of one or more degrees, diplomas and certificates.
3. The Provost shall, from time to time, indicate appropriate sanctions for certain offences. This list shall be sent for information to the Academic Affairs Committee.

19 Combined Policy on Access to Student Records

The following is a condensation of the *Combined Policy on Access to Student Records*, the full text of which is kept with the Admissions Officer and the Graduate Student Affairs Secretary, Faculty of Nursing.

I. *Definition of a Student*
For the purposes of this policy, a "student" means any person who since the inception of the present policy is or has been registered for full-time or part-time study in a programme that leads to a degree, diploma or certificate of the University or in a programme designated by the Governing Council or other appropriate University authority as a programme of study at the University.

II. *Definition of Official Student Academic Records*
Student academic records refer to information relating to a student's admission to and academic performance at this University. The "official student academic record" shall contain:
(a) registration and enrolment information;
(b) results for each course and academic period;
(c) narrative evaluations of a student's academic performance, used to judge his progress through an academic programme;
(d) basis for a student's admission such as the application for admission and supporting documents;
(e) results of petitions and appeals filed by a student;
(f) medical information relevant to a student's academic performance which has been furnished at the request or with the consent of the student concerned;
(g) letters of reference which may or may not have been provided on the understanding that they shall be maintained in confidence;
(h) personal information which is required in the administration of academic records such as name, address, telephone number, citizenship, social insurance number.

III. *Access to Official Student Academic Records*
(a) *Access by a Student*
(i) A student may examine and have copies made of his/her academic record as defined in Section II above, with the exception of those portions of the record which comprise letters of reference (Section II(g)), which have been provided on the understanding that they shall be maintained in confidence.*
(ii) A student's request to examine a part of his/her academic record shall be made in writing and shall be complied with by the responsible authorities within a division. Undergraduate nursing students should contact the Admissions Officer; graduate students should contact the Graduate Student Affairs Secretary. Such compliance shall occur within 30 days of receipt of the request, or within such lesser period as a division may determine. The student will be notified of a specific time to examine the record in the presence of the Admissions Officer, Graduate Student Affairs Secretary, or designates.
(iii) A student has the right to challenge the accuracy of his/her academic record with the exception

*It is assumed that all documents relating to petitions and appeals (Section II(e) and not provided on the understanding that they shall be maintained in confidence will be retained within a division, and when needed by a student, will be made freely available. In addition, The Statutory Powers Procedure Act, 1971, of Ontario requires that where the good character, propriety of conduct or competence of a party is in issue in any proceedings in a tribunal to which the Act applies (such as the Academic Appeals Board of the Governing Council), the party is entitled to be furnished prior to the hearing with "reasonable information" of any allegations with respect thereto.

of the material specifically excluded in Section III(a)(i) and to have his/her official student academic record supplemented with comments so long as the sources of such comments are identified and the official student academic record remains securely within the custody of the academic division. Reference to such comments would not necessarily appear on official academic reports such as transcripts or statements of results. Challenges will be referred to the appropriate committee. Student comments may be submitted to the Admissions Officer or the Graduate Student Affairs Secretary, and will be forwarded for information to the appropriate chairman, after which time they will be incorporated in the student's file.

(b) *Access by University Staff*
Members of the teaching and administrative staff of the University shall have access to relevant portions of a student's academic record for purposes related to the performance of their duties. A staff member requesting information must have a legitimate need to have the requested information for the effective functioning of the position or office.**
Access to medical information as defined in Section II(f) shall be granted to members of the teaching and administrative staff only with the prior expressed or implied consent of the student and, if applicable, in the case of a medical assessment, the originator (physician, etc.) of such.

(c) *Access by University Campus Organizations*
Recognized campus organizations in the University of Toronto shall have access to the information referred to in Section III(d)(i) as well as to the residence address and telephone number of students named by that organization for the legitimate internal use of that organization.***

(d) *Access by Others*
(i) By the act of registration, a student gives implicit consent for a minimal amount of information to be made freely available to all enquirers:

**The Department of Alumni Affairs shall have access to appropriate personal information on students for the purpose of maintaining contact with students after they graduate.
***The Students' Administrative Council, Graduate Students' Union, Association for Part-time Undergraduate Students, and The Newspaper shall be entitled to publish and distribute within the University community a University-wide directory of students (including undergraduate, graduate, full-time and part-time) giving the residence address and telephone number of students as long as there is a realistic provision for students to decline to consent to the disclosure of that information.
Names and addresses of students will also be provided to recognized campus organizations for the purpose of distributing information when all of the following conditions are met:

– The name and address information is not released to a third party.
– The name and address information is not used for commercial purposes.
– The organization proposes to distribute information which, in the opinion of the Assistant Vice-President (Planning) and University Registrar, the University would be willing to distribute if reimbursed by the organization.
– The information to be distributed is intended to provide information about the University and is not primarily advertisements for non-University organizations.
– The campus organization agrees to use the name
– the academic division(s) and the session(s) in which a student is or has been registered,
– degree(s) received and date(s) of convocation.
(ii) Any other information contained in the academic record of a student (including the student's comments generated under Section III(a)(iii) but with the exception of the material specifically excluded in Section III(a)(i)), shall be released to other persons and agencies only with the student's prior expressed written consent, or on the presentation of a court order, or in accordance with the requirements of professional licensing or certification bodies, of the Ministry of Colleges and Universities for an annual enrolment audit, or otherwise under compulsion of law. Requests granted to any persons or agencies outside the University for access to a student's academic record shall be kept on file within a division.
(iii) General statistical material drawn from academic records not disclosing the identities of students may be released for research and informational purposes by the academic division maintaining these records.

(e) *Refusal of Access*
The University reserves the right to withhold access to the statements of results and transcripts of students who have outstanding debts. The University may also choose not to release the official diploma to such students nor to provide written or oral certifications of degree on their behalf.

IV *Custody of Student Academic Records*
Academic records are normally under the custodial responsibility of the academic division. When the academic records have fulfilled the purposes for which they were collected, the retained documents shall be deposited in the University Archives. Every academic division maintaining academic records shall draw up plans for the eventual deposition of their records in consultation with the University Archivist. Fifty years after a student has ceased to be registered all records including those which have been retained by any division or office of the University become the responsibility of the University Archivist and become open to researchers authorized by the University of Toronto.

and address information only for the specific purpose for which it was provided.

20 Academic Sanctions for Students Who Have Outstanding University Obligations

Academic Sanctions: The following academic sanctions will be imposed on students who have outstanding recognized University obligations:
(a) Statements of results and official transcripts of record will not be issued.
(b) The University will not release either the official document (normally called the diploma) which declares the degree, diploma, or certificate earned, nor provide oral confirmation or written certification of degree status to external enquirers. Indebted graduands will be allowed to walk on stage and have their names appear on the convocation program.
(c) Registration will be refused to a continuing or returning student.

Recognized University Obligations: The following are recognized University obligations:
(a) tuition fees;
(b) academic and other incidental fees;
(c) residence fees and other residence charges;
(d) library fines;
(e) Bookstore accounts;
(f) loans made by colleges, faculties, or the University;
(g) Health Service accounts;
(h) unreturned or damaged instruments, materials and equipment.
Orders for the restitution of property or for the payment of damages and fines imposed under the authority of a divisional discipline policy in accordance with the *General Principles for Divisional Discipline Powers* approved by the Governing Council, April, 1986.

Application of Academic Sanctions: Academic sanctions are applicable to any student who has an outstanding obligation. Students shall be warned as early as possible of the consequences of not paying debts. Payments made by continuing or returning students shall be applied first to outstanding University debts, and then to current fees.

21 Conditions for Academic Standing

(a) *Grade Scale and Definitions*

1 Grades in courses will be assigned and reported according to the following letter grade scale and non-grade symbols:

Grade Meanings	*Refined Letter Grade Scale*	*Numerical Scale of Marks*
Excellent	A+	90–100%
	A	85–89%
	A–	80–84%
Good	B+	77–79%
	B	73–76%
	B–	70–72%
Adequate	C+	67–69%
	C	63–66%
	C–	60–62%
Marginal	D+	57–59%
	D	53–56%
	D–	50–52%
Inadequate	E	35–49%
Wholly Inadequate	F	0–34%

2 In evaluating written work and clinical performance, grades and non-grade symbols will be assigned with reference to the following meanings and definitions:

Letter Grade	*Meaning*	*Definition*
A+ A A–	Excellent	Extensive knowledge base; strong evidence of original thinking; capacity to critically analyze and synthesize; consistent ability to make decisions based on theory and critical evaluation.
B+ B B–	Good	Sound knowledge base; original thinking; some critical capacity and analytic ability; ability to make decisions based on theory; ability to evaluate critically.
C+ C C–	Adequate	Satisfactory knowledge base; some ability to analyze unfamiliar problems, make decisions, and evaluate critically.
*D+ D D–	Marginal	Unsatisfactory knowledge base; problem-solving limited to routine application of rules and/or based on inaccurate observation; errors of judgment in decision-making or limited ability to make decisions independently and limited ability to evaluate critically.
E	Inadequate	Weak knowledge base; poor ability in problem-solving, decision-making and evaluation.

*To receive credit in NUR courses, a grade of C– or better is required. NUR305F is exempt from this regulation; a candidate must obtain a grade of D– or better to receive credit in this course.

F	Wholly Inadequate	Wholly inadequate; little evidence of even a superficial knowledge base; lacking in ability to problem-solve, make decisions and evaluate.

Designators: assigned and reported instead of regular grades:

AEG: Aegrotat standing granted on the basis of term work and medical or similar evidence. AEG is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes.

DNW: Did not write/did not attend/did little work. DNW is assigned by the instructor and may be confirmed or changed to another symbol during the divisional grade review. If confirmed, it carries no credit for the course and, in this Faculty, will not be used for averaging purposes.

XMP: Exemption granted on the basis of credit for work done elsewhere. XMP is assigned by a divisional committee upon approval of a student's petition. It carries credit for the course but is not considered for averaging purposes.

INC: Incomplete. INC is assigned by the instructor or divisional committee, normally as a final report, where course work is not completed but where there are not grounds for assigning a failing grade. It carries no credit for the course and is not considered for averaging purposes.

NGA: No grade available. NGA is assigned by the division in the extraordinary case that a grade is not available for one of its students enrolled in a course. It must be replaced by a regular grade assigned by the instructor or by another symbol assigned during the divisional review. It carries no credit for the course and is not considered for averaging purposes.

SDF: Standing deferred on the basis of incomplete course work because of medical or similar reasons. SDF is assigned by the divisional review committee upon approval of a student's petition or an instructor's recommendation. It must be replaced by a regular grade assigned by the instructor before the expiry of a specific extension period. It carries no credit for the course and is not considered for averaging purposes.

WDR: Withdrawn without academic penalty. WDR is assigned by the divisional review committee upon approval of a student's petition for late withdrawal from a course. It carries no credit for the course and is not considered for averaging purposes. WDR is relevant only if a division wishes to show the course on the transcript.

Modifiers: assigned and reported in conjunction with a regular grade:

* Assessed grade granted on the basis of term work and medical or similar evidence. A grade is modified by an asterisk (*) by a divisional committee on the basis of a student's petition or an instructor's recommendation. If the grade is satisfactory it carries credit for the course. An asterisked grade is considered for averaging purposes.

I: Incomplete, earned grade shown. "I" is assigned by the instructor together with the grade when the overall performance in a course is satisfactory but an essential part of the term work has not been completed. This work must be completed to the instructor's satisfaction within a specific period, whereupon the modifier will be removed but the grade will not be otherwise changed. Credit for the course will be granted only if the modifier is removed. A grade modified by "I" is considered for averaging purposes.

Note: The following notations may also appear on a student's record:

C: course taken for credit towards the degree;
X: extra course, not for degree credit;
SUP: supplemental examination.

3 In non-nursing courses, grades will be assigned according to the practice of the division offering the course. Grades will be reported to the student by the Faculty of Nursing. Where it is necessary to convert a grade to another scale, the following tables of correspondence and translation will be used:

Grades	*Table of Correspondence*	*Translation Table*
A+	90–100%	95%
A	85–89%	87%
A–	80–84%	82%
B+	77–79%	78%
B	73–76%	75%
B–	70–72%	71%
C+	67–69%	68%
C	63–66%	65%
C–	60–62%	61%
D+	57–59%	58%
D	53–56%	55%
D–	50–52%	51%
E	35–49%	45%
F	0–34%	20%

(b) Requirements for Credit and Standing

Note: Two half courses are considered equivalent to one full course.

1 To receive credit in NUR courses, the aggregate of the term and examination marks or, in those courses meeting the criteria for exemption from a final examination, the aggregate of all term work, must equal a letter grade of C– or better.*

2 To receive credit in courses other than NUR courses, a candidate must obtain D– or better as the final grade in the course.

3 All prescribed term work shall be completed by the dates specified or a penalty may be imposed. Students will be so notified at the beginning of the year.

4 Grading in clinical as well as theoretical courses will be according to the refined letter grade scales.

5 In clinical courses having more than one section (NUR 202Y, NUR 302Y and NUR 402Y), marks received in the fall and spring term rotations will receive equal weighting in the derivation of the final grade for the course.

6 A student whose performance in any clinical course is unsafe, or whose attendance in any NUR course is deemed unsatisfactory, may be required to withdraw from a course, or may have his/her registration cancelled at any time by the Faculty Council.

For this purpose, unsafe performance is the display by a student in caring for a patient of (i) a lack of knowledge, skill or judgment, or (ii) disregard for the welfare of the patient, of a nature or to an extent which indicates that the student is unfit to continue in a course or courses or to continue as a student in the Faculty. (See p. 10, #16(f).)

7 To qualify for standing *in the year, a student must obtain credit* (as defined in sections (a) 1, 2, 3, and (b) 1, 2) *in all or all but one and one-half* of the courses of the year. The exception to this is that a student cannot carry any failure in a nursing theory or clinical course into the next year. Standing in each year will be determined when all course requirements of the year are fulfilled. The non-matriculant student who fails to qualify for standing must meet in full the published admission requirements in order to apply for readmission.

8 Normally, a student who has failed to attain standing and who is repeating the year must repeat all prescribed work in each failed course.

9 A full-time student shall be on academic probation for a period of up to 16 months who: (a) has an average of less than 60% in any academic year, or (b) has failed to achieve standing in 1.5 courses in any academic year. Consult page 10, #16(e) for more information.

10 Each clinical course must be carried through successfully. Supplemental examinations are not offered in clinical courses. If students fail a NUR-course and (a) are not extended supplemental privileges, or (b) are extended supplemental privileges of which they do not avail themselves, or (c) fail the supplemental examination, it will be necessary to repeat the course before being allowed to register in the next higher year.*

11 In order to register in the next higher year, a student must have successfully completed all NUR courses of the previous year,* but may carry a condition in one non-NUR course into the next higher year.

12 Normally candidates in the Undergraduate Programme must have received credit in all courses of Year I before registering in Year III, and in all courses of Year II before registering in Year IV.

13 A successful candidate will be awarded standing in the year as defined in section 7 above.

14 Normally, all students in full-time attendance in the Faculty of Nursing will be expected to take a full programme of studies each year as prescribed in the Faculty Calendar. For those students who have been granted advanced standing or credit on admission, four full courses or the equivalent thereof will be considered a full programme in each of the years in which advanced standing or credit has been awarded.

15 A student may take an additional half or full course. When taking an extra course, the student must identify such a course by October 28 by signing a Course Confirmation with the Faculty Admissions Officer. It is not necessary for the student to pass the extra course but the standing will be recorded on the transcript. The average for the year is computed without the extra course.

16 Students may take one of the Arts and Science courses of the second or third year in the summer preceding the year in which the course is required provided they have successfully completed the requirements of the preceding year. The summer course will be considered part of the following year's programme. The grade obtained in the summer course will not influence the average of the following winter session; it will, however, enter into the determination of the standing for that year.

Note: Consult page 10, #16(b), (c), (d), and (e) for information concerning regulations for unsatisfactory work.

(c) The Annual Examinations

1 Students shall attend classes and are required to sit examinations in all prescribed courses.

*NUR305F is exempt from this regulation; a candidate must obtain a grade of D– or better to receive credit in this course.

**Not applicable in NUR205S NUR305F, and NUR306S.*

2 No candidate in a course involving laboratory work will be admitted to examination or granted standing if the department in which the work is carried on reports negligence or failure in such work.
3 The annual examinations are held in late April and early May. Final examinations in the first term courses are held in December.
4 All students are expected to be available until the end of the scheduled examination periods. Students who make personal commitments during the examination periods do so at their own risk; no special consideration will be given and no special arrangements made in the event of conflicts in such circumstances.
5 The Faculty of Nursing provides access to copies of the previous final examination papers through the Student Council, except in cases where the course instructor objects. The fee for duplicating will be determined by the Student Council.
6 Within three months of the issue of final results, students may be allowed on request to review their final examination papers in any NUR-course in the presence of the instructor of that course. Examination papers may not be removed from the Faculty. Arrangements must be made through the Faculty Secretary.

If, upon inspection of this, a student wishes to have the examination paper re-read, a petition may be submitted to the Faculty Secretary for a fee of $10, outlining the student's reasons in detail. This must be done within three months of the issue of final results. Such a petition will be granted only when it contains specific instances of disagreement with the existing grading and an indication of the academic grounds for such disagreement. If the mark is changed as a result of this petition, the $10 fee for the petition will be refunded.

Students should note that when a course is failed, the examination must be re-read before the marks are reported, and instructors may not subsequently re-read any final examination except on the authority of a petition. Students must accept the fact that a re-reading may lead to a lowering of the mark, to a raising of the mark, or to no change.

(d) Supplemental Examinations

1 Subject to the exceptions below, supplemental privileges may be offered at the discretion of the Curriculum Committee of Council to students who have obtained standing in all but one and one-half courses in the year's work, have successfully completed the term work in the failed course(s), and whose overall average in the academic year is 65% or better:

(a) No supplemental privileges are offered in Arts and Sciences courses.

(b) No supplemental privileges are offered in nursing clinical courses in any year.

(c) In Year IV, supplemental privileges may be offered at the discretion of the Curriculum Committee of Council to students who have obtained standing in all but one full course.
2 In courses in which supplemental privileges are granted, a candidate is required to clear this condition by writing a supplemental examination in August of the same year. A candidate who is prevented by illness or other unavoidable exigencies from attending the August examination may petition the Curriculum Committee of Council for permission to write at the following spring examinations.
3 If a student has failed a course in which supplemental privileges are not offered, it shall be the responsibility of the student either to repeat the course or to select a suitable substitute approved by an appropriate adviser.
4 Candidates must submit a completed form of registration for supplemental examinations to the Faculty Secretary by July 1, 1988, for the 1987W session, and June 30, 1988, for the 1988W session.
5 Candidates may write supplemental examinations in various cities across Canada, if registration for this privilege is made on or before June 24, 1988, for the 1987W session, and June 23, 1989, for the 1988W session. A list of the outside centres will be supplied on request. An additional fee of $10.00 is charged for each examination written at an outside centre.
6 Candidates for the August supplemental examinations must notify the Faculty Secretary on or before July 15, 1988, for the 1987W session; and July 14, 1989, for the 1988W session, if they do not wish to write one or more of the examinations for which they registered; otherwise the fee will be forfeited.
7 To receive credit in supplemental examinations, the grade required will be the same as those stated in *Requirements for Credit and Standing* (p. 16). If students fail a course and (a) are not extended supplemental privileges, or (b) are extended supplemental privileges of which they do not avail themselves, or (c) fail the supplemental examination, they will be allowed to repeat that course one more time, but should they fail to receive credit on the second occasion, they will have no further supplemental privileges in that course, and may not repeat the course a second time.

22 **Grading Regulations**

(a) The Curriculum Committee of Faculty Council is responsible for implementing the University Grading Practices Policy, and for formulating, implementing, and administering Faculty regulations relating to the Grading Practices Policy. Regulations specific to the Faculty have been approved by Faculty Council.
(b) As early as possible in each course, and no later than the last day to enrol in the course, the methods by which student performance will be evaluated

and the relative weight for different assessments will be made available in written form to the class.
(c) Normally, student performance in a course will be assessed on more than one occasion. No one essay, test, examination, etc. should have a value of more than 80% of the grade. Exemptions to this regulation may be granted by Faculty Council on the basis of criteria developed by the Council Curriculum Committee. In such circumstances, a formal discussion of student progress and appropriate written commentary must be made available to the student at the midpoint of the course.
(d) After the methods of evaluation and their relative weights have been made known, they may not be changed without the consent of a simple majority of the students present and voting at a regularly scheduled meeting of the class. Requests for changes may be made only during the first quarter of a course.
(e) All course grades submitted will be reviewed by the Council Curriculum Committee. The Committee may request clarification of the evaluation methods used and of anomalous grade distributions, or may require that grades as submitted be reconsidered.
(f) No grades are final until reviewed and approved by the Curriculum Committee of Council. Grades shall not be reported or released to students as official until the divisional review procedure has been carried out.
(g) A final examination worth at least one-third of the final grade will be employed in all courses. Exemptions from this regulation may be granted by Faculty Council on the basis of criteria developed by the Council Curriculum Committee.
(h) The relative value of each part of a written examination will be shown on the examination paper.
(i) Commentary, appropriate in the instructor's judgement, on assessed term work, and time for discussion of it, will be made available to students.
(j) Grades, as an expression of the instructor's best judgement of each student's overall performance in a course, will not be determined by any system of quotas.
(k) Appeals of assigned grades will be considered according to procedures as published in this Calendar. Failing papers will be re-read automatically.
(l) Self-evaluation will not constitute any part of a grade in a course.
(m) Group evaluation, where used, will not constitute more than 25% of the final grade, and will not be used without the consent of each member of the group.
(n) Petitions requesting aegrotat consideration must be filed before the last day of the final examinations (December, May, or August). Appeals regarding assigned grades or other standing in Nursing courses must be submitted no later than six months after the decision from which the appeal is being taken has been communicated in writing to the student.

23 **Averaging and Status**

Averaging

There are two sessions (summer and winter) in each calendar year. An average is calculated, and status is assessed, following each session.

The average is the weighted sum of the percentage grades in all credit courses taken, divided by the number of credit courses taken. A half course carries half the weight of a full course. In Year IV, NUR402Y carries the weight of two full courses. However, courses noted "AEG," "XMP," or "Credit" are not included in the average, nor are transfer credits, courses taken on letter of permission, or courses designated as "extra." The computation of the average will be delayed if "SDF" has been granted in any credit course.

Status

The following status designations may be assigned in the instances described.
a. *Registration Cancelled*: (1) a student who twice fails to advance to the next higher year; (2) a student who fails to clear probation; (3) a student whose marks would invoke probation a second time in the undergraduate programme.
b. *Failed Year – Registration Cancelled*: a student who fails more than 1.5 courses during a year.
c. *On probation*: (1) a student who has an average of less than 60% in any academic year; or (2) a student who has failed to achieve standing in 1.5 courses in any academic year. See page 10, #16(e).
d. *Conditioned – May Proceed*: (1) a student who has failed one non-NUR course; (2) a student who has supplemental privileges in any course and who had not been placed on probation.
e. *Conditioned – May Not Proceed to the Next Higher Year*: a student who has not been placed on probation and who has failed a maximum of one NUR course (except NUR205S, NUR305F, and NUR306S) and is required to successfully repeat the course before proceeding to the next higher year.
f. *In Good Standing*: a student who has successfully completed all credit courses taken in a session with an overall average of 60% or more; (2) a student who has passed a supplemental examination in a given course when the supplemental examination is the student's only remaining condition and the student's overall average is 60% or more.
g. *Suspended*: see page 10, #16c.

24 **Graduation**

A student shall be eligible to receive a Bachelor of Science in Nursing degree when all requirements of the programme have been satisfactorily completed.

Statement on the Baccalaureate Nurse

The goal of baccalaureate nursing education is to foster development and growth towards leadership, leadership being here defined as the initiative and the ability to influence others through direction, guidance or example, so that the health care of individuals, families, and communities is improved or a high quality is maintained.

In order that the graduate can assume a leadership role, certain competencies are considered critical. Paramount among these is the ability to go beyond the application of principles in familiar situations to higher order problem-solving, in which a unique combination of concepts and principles is applied to the solution of unfamiliar problems. This ability must be accompanied by a capacity for decision-making as demonstrated by wise choices in uncertain situations which contain many alternatives. The above abilities must be underscored by a spirit of inquiry and comprehensive knowledge of a scientific and humanistic nature which provides the base for excellence in the professional practice of nursing.

Integral to the competence of the graduate is respect for the dignity and worth of Man, and a concept of the professional person which includes a commitment to professional ethics and life-long learning as well as evaluation of and accountability for one's own practice.

Approved by Faculty Council
June 15, 1976
Revised and Approved by Faculty Council
January 15, 1985

Undergraduate Programme

The programme provides a basic professional preparation that includes qualifications for nursing in both institutional and community settings. The programme covers a four-year period; study in the humanities and sciences is associated with nursing throughout the programme. The programme is approved by the Accreditation Committee of the Ontario Region, Canadian Association of University Schools of Nursing. The student is prepared for registration under the Health Disciplines Act of the Province of Ontario and to receive the degree Bachelor of Science in Nursing (B.Sc.N.).

Year I
NUR100Y Nursing***
NUR102Y Nursing***
NUR103B Nursing***
ANA121Y Anatomy
JCB160Y Chemistry and Biochemistry
MPL100Y Medical Microbiology
NFS286S Introductory Nutritional Sciences
Social Science elective*
An elective**

Year II
NUR200Y Nursing
NUR202Y Nursing
NUR205H Nursing
PAT204H Introduction to Pathology
PSL226Y Physiology
Social Science elective*
An elective**

Year III
NUR300Y Nursing
NUR302Y Nursing
NUR303B Nursing
NUR305F Statistics
NUR306S Research
CHL1488Y Community Health & Epidemiology
Social Science elective*
An elective**

Year IV
NUR400Y Nursing
NUR401Y Nursing
NUR402Y Nursing
NUR403Y Nursing
NUR404F Nursing
NUR405S Nursing

*The Social Science elective is to be a 3-year sequence. Social Science includes Anthropology, Economics, Geography, Political Science, Psychology and Sociology.
**Students in Year III are required to select an elective from a 200 or higher series course. Descriptions of these subjects are found in the Faculty of Arts and Science Calendar. Students admitted in 1983–84 and after must select the open elective from the humanities.
***NUR100A and NUR104B are equivalent summer offerings for these three courses. Consult Nursing Courses, page 22.

Explanation of Course Suffixes
Y = full course given throughout the session (with exception of NUR 402Y, has credit value of 1.0)
B = full course given in a concentrated block of time (credit value of 1.0)
F = half-course given in first term (credit value of 0.5)
S = half-course given in second term (credit value of 0.5)
H = half-course for which one half-credit is given.

COURSE DESCRIPTIONS

Anatomy
ANA121Y Basic Human Anatomy. Basic principles in human gross anatomy with clinical applications, neuroanatomy, histology, and embryology. Two hours lecture per week.

Community Health and Epidemiology
CHL1488Y A lecture course that includes a study of major health problems and programmes. Emphasis is placed on the epidemiological approach to health problems and consideration is given to their control by individual and community action. Two hours per week. (Offered by the Division of Community Health, Faculty of Medicine.)

Chemistry and Biochemistry
JCB160Y Part I. Principles of Chemistry. Knowledge of chemistry at the Grade XIII level is assumed. The course begins with a rapid review of atomic and molecular structure, bonding, and intermolecular structure, followed by consideration of properties of solutions (emphasizing acids, bases and buffers). Structures and reactions of organic compounds are presented as a basis for further study of biologically important molecules and metabolic processes. Areas related to health science are emphasized.

Part II. Biochemistry. The second part of the course has been designed to emphasize the relation between structures and function in living systems. This includes a study of the chemistry and metabolism of the proteins, nucleic acids, carbohydrates, lipids and other compounds that are found in the living cell. Where possible, the biochemical basis of human disease will be discussed. Three hours per week.

Medical Microbiology
MPL100Y This lecture course is intended to serve as an introduction to the study of infectious diseases commonly encountered in nursing practice and to the general principles governing the prevention and control of such diseases. The lectures will be supplemented by a small number of laboratory demonstrations. Two hours per week. (Offered by the Department of Microbiology, Faculty of Medicine.)

Introductory Nutritional Sciences
NFS286S A study of nutrients and their requirements with an emphasis on their role in the maintenance of normal physiological function. The role of diet in the cause and prevention of certain major metabolic diseases will be covered. Three hours per week. (Offered by the Department of Nutritional Sciences, Faculty of Medicine.)

Introduction to Pathology
PAT204H A course in Pathology designed as an introduction to clinical medicine. Part I is devoted to the principles of general pathology while selected topics in special pathology are covered in Part II. One hour per week, both terms.

Physiology
PSL226Y An elementary lecture and laboratory course in human physiology including a discussion of blood, muscle, nervous system, circulation, kidney function, respiration, digestion, endocrine glands and reproductive system. A lab fee is charged in the course. Three hours of lecture, three hours of lab per week.

Nursing Courses/Undergraduate Programme
The Undergraduate Programme is developed around a core of nursing knowledge that is applied and tested in a variety of clinical settings. The clinical experience is provided concurrently during the academic year as well as in stated concentration periods. There is increasing opportunity for the student to develop skill in assessing patient, family and community needs, and planning, implementing and evaluating nursing care to meet these identified health needs. Content on teaching, group dynamics, research and professional development are integral components of the core theory and of application in the clinical experience.
NUR100Y An introduction to the theory and practice of nursing based on the concept that nursing is a process in which the focus is Man and the goal is Health. The concepts of health and illness potential are explored in relation to the life process and life style of the individual, family and community. Areas related to working within the health care system are also covered. Three hours per week.
NUR102Y Problem solving, interpersonal, assessment and psychomotor skills are developed through contacts with individuals of varying ages in the community and practice in the nursing laboratory. Two hours per week.
NUR103B The application and testing of knowledge and skills in a period of continuous practice in a hospital setting. This experience presents the student with the challenge of applying the nursing

process in caring for selected individuals. Must be taken at the end of the session in which NUR100Y and NUR102Y are completed. Three weeks. Prerequisites: NUR100Y, 102Y.

NUR100A The content of this course is equivalent to NUR100Y and NUR102Y and is offered to special students during the summer session. In determining the average for the session, NUR100A will have the weight of two full courses.

NUR104B This course is equivalent to NUR103B and is offered to special students during the summer session.

NUR200Y The emphasis is on the use of the nursing process in situations in which individuals are experiencing alterations in health status. Mid-level theories from a variety of disciplines form the basis of the course content and serve to illustrate the value of using theory to guide nursing practice. Three hours per week. Prerequisites: NUR100Y, 102Y, 103B.

NUR202Y The application and testing of theory through practice in various hospital settings focussing on the care of individuals experiencing alterations in health status. Must be taken concurrently with NUR200Y. Eight hours per week. Prerequisites: NUR100Y, 102Y, 103B.

NUR205H This course is designed to increase the student's ability to assess the health status of an individual. Theory and practice. Two hours per week. Prerequisites: NUR100Y, 102Y, 103B.

NUR300Y The emphasis is on the application of the nursing process to the care of families in health and illness, adding complexity to the concepts introduced in NUR100Y and NUR200Y. Issues related to health promotion and adaptation to change, critical appraisal of research, and the application of research findings are dealt with extensively. The relationship of research to theory development is stressed. Leadership, motivation, and organization theories as applied to professional nursing are introduced. Theories from a variety of disciplines are utilized throughout the course to reflect nursing's expansive base and to integrate the liberal arts with professional nursing. Three hours per week. Prerequisites: NUR200Y, 202Y.

NUR302Y The application and testing of theory through practice in hospital and community settings focussing on the comprehensive care of individuals of various ages and their families. Must be taken concurrently with NUR300Y. Ten hours per week. Prerequisites: NUR200Y, 202Y.

NUR303B The experience is designed for consolidation and synthesis of theory and practice. The three-week block of practice provides opportunities for working in complex and ambiguous situations, collaboration with the health team, and development of leadership potential. Must be taken at the end of the session in which NUR300Y and NUR302Y are completed. Prerequisites: NUR300Y, 302Y.

NUR305F *Statistics*. An introduction to statistical reasoning and to some of the statistical procedures, descriptive, parametric and non-parametric, commonly used in nursing research. Data arising from studies of nursing problems will serve to illustrate principles and provide a basis for students to practise data analysis. Two hours lecture, one hour tutorial, per week.

NUR306S *Nursing Research*. An examination of the research process, selected nursing research, methodologies used and the application of research findings in nursing practice.

NUR400Y *Professionalism and Nursing Issues*. A study of professionalism and issues in nursing related to the development of nursing as a profession. The effects of the changing socio-economic environment and the political process on health care provision are also considered as they affect the development of nursing. Two hours per week. Prerequisites: NUR300Y, 302Y, 303B.

NUR401Y *Nursing Theory*. Statements or theses on the nature of nursing are dealt with as theories and critiqued through a semiotic perspective. Particular analytic techniques and models, derived from science and the humanities, are employed as the tools for critiquing trends in nursing and society. Practical concepts for the refinement of leadership skills are described, including those related to the development of interpersonal qualities necessary to implement new ideas, mediate conflict, and deal with stress. Two hours per week. Prerequisites: NUR300Y, 302Y, 303B.

NUR402Y The application and testing of theory through periods of continuous practice in acute care and community agencies. This experience gives the student an opportunity to develop further the critical competencies expected of the baccalaureate nurse, including depth of nursing knowledge and synthesis of knowledge from a variety of disciplines with nursing practice. The student practises with increasing independence, consulting with faculty and agency staff as appropriate to provide high quality care and to further his own growth. Three days per week in the first and second terms, plus a one-month block experience at the end of the second term. Successful completion of the concurrent clinical experience is a prerequisite to the one-month block at the end of the second term. In determining the average for the year, NUR402Y will have the weight of two full courses. Prerequisites: NUR300Y, 302Y, 303B.

NUR403Y *Advanced Nursing*. A critical analysis of the relationship between major health problems and the health status of individuals, families, and community. Three hours per week. Prerequisites: NUR300Y, 302Y, 303B.

NUR404F *Nursing Research*. An examination of selected nursing practice research with an emphasis on both qualitative and quantitative methodologies and the relation of the research to nursing practice.

Two hours per week, one term. Prerequisites: NUR-300Y, 302Y, 303B.

NUR405S *Ethical Issues in Nursing Practice.* An examination of: the context within which nurses address ethical dilemmas; selected ethical theories and principles; and specific ethical issues encountered in practice. Prerequisites: NUR300Y, 302Y, 303B.

A programme leading to the degree of Master of Science in Nursing is offered by the Faculty of Nursing through the School of Graduate Studies.

The programme is designed to enable the student to: (1) develop a depth of knowledge related to selected concepts which provides a base for further study or for professional practice in a variety of roles; (2) contribute to the refinement of nursing knowledge through systematic research and inquiry; (3) contribute to innovations in health care by collaboration with other professionals; and (4) influence the future direction of nursing by providing leadership in the profession.

Each candidate must select a clinical area of specialization. The programme is planned in consultation with a faculty adviser on the basis of the field of specialization and research interest.

Admission

A candidate must hold the B.Sc.N. of the University of Toronto or an equivalent degree. Candidates for the degree of Master of Science in Nursing are accepted under the general regulations of the School of Graduate Studies. Candidates must have obtained a mid-B standing in the final year of undergraduate study and, in addition, must have obtained at least B standing in the next-to-final year. It is expected that the student will have obtained good academic standing in non-nursing as well as nursing courses. The intended clinical area of specialization must be declared at the time of application. Candidates are requested to submit two letters of reference, a statement of goals, and the results of the Miller Analogies Test.

The applicant should have successfully completed an introductory course in statistics. If this is not possible prior to admission, the programme of the first year may, with the permission of the Graduate Department of Nursing, be planned to include such a course.

Deadline for application is February 1.

Programme and Degree Requirements

To qualify for the degree a candidate shall successfully complete a programme of study approved by the Degree Committee. A research problem, related to the selected area of specialization, shall be identified and used as the basis for designing and conducting a study, the report of which is the thesis.

Candidates may complete the programme of studies for the degree in a minimum of two academic sessions of full-time study.

On the recommendation of the Graduate Department of Nursing and with the approval of the School of Graduate Studies, a limited number of candidates, with good academic standing, may *initially* enrol for part-time study for *one academic year*. Students admitted on this basis must then enrol for full-time study for two academic sessions.

Candidates requesting part-time study should

submit the request at the time of application. Candidates accepted for part-time study beginning in January must commence full-time study in September of that year.

All requirements for the degree must be completed satisfactorily within four calendar years from the date of the student's first enrolment in the programme leading to the degree of Master of Science in Nursing.

Grading Practices
Students should consult the School of Graduate Studies Calendar for information on grade scales and grading procedures.

Applications
For application forms and further information, write to the Secretary, School of Graduate Studies, University of Toronto, Toronto, Ontario M5S 1A1. A personal interview will be arranged upon request to the Graduate Secretary, Faculty of Nursing, University of Toronto, 50 St. George Street, Toronto, Ontario M5S 1A1.

Fees for Graduate Students
Students should consult the "Fees" section in the School of Graduate Studies Calendar.

Access to Graduate Student Academic Records
Students should consult page 13 of this Calendar regarding the policy and procedures for access to graduate student records.

Departmental Appeals Procedure

"Should a dispute over an academic matter relating to a grade not be resolved through the recommended channel of discussions with the instructor and the Department Chairman, the student may make an appeal to the departmental appeals committee. Should the dispute not be settled at the departmental level, the matter should be referred to the Associate Dean of the Division, and if it is not solved the student may make a formal appeal to the Applications and Memorials Committee of the School of Graduate Studies." (See "General Regulations," School of Graduate Studies Calendar.)

Appeals Committee in the Department of Nursing, School of Graduate Studies

Prior to appealing to the Appeals Committee, it is expected that the graduate student will discuss the problem with the instructor. If unsatisfied, the student proceeds to the departmental chairman. If the student is still not satisfied, an appeal may be made to the Appeals Committee, Graduate Department of Nursing.

An academic appeal is an appeal by a graduate student:

(1) against a decision as to success or failure in meeting an academic standard or other requirement;
(2) as to the applicability of any academic regulation to his case.

Procedures:

(1) Appeals should be commenced by a written notice to the Chairman of the Appeals Committee stating the nature and grounds of the appeal, accompanied by copies of any documents in support of the appeal.
(2) Receipt of the appeal will be acknowledged by the Chairman of the Appeals Committee in a form letter sent by registered mail or other receipted delivery.
(3) Appeals must be submitted within three months of the date of official notification of the decision to which the appeal relates.
(4) The Committee will hold a meeting as soon as possible following receipt of the appeal. The appellant will be notified of the date, time, and place of the meeting by registered mail or other receipted delivery.
(5) If a conflict of interest is perceived in the membership of the Committee, by either the Committee members or the appellant, such conflict shall be resolved by the appointment of a substitute member for this appeal, by the Department Chairman.
(6) The student has the right to appear before the Appeals Committee in person, with or without counsel or other advisor. If the student intends to be represented by counsel, this must be communicated to the Chairman of the Appeals Committee prior to the meeting of the Committee.
(7) The student also has the right to call evidence and present argument in person or by counsel.
(8) The Appeals Committee chairman shall vote only in the case of a tie.
(9) The Committee will consist of three members of the Graduate Department of Nursing, two Nursing faculty from those listed in the School of Graduate Studies Calendar, and one student elected by the graduate students. One of the graduate faculty members will chair the committee.
(10) A quorum will consist of the entire Committee.

Programme
Courses of Instruction*

Alphabetic Character Following Course Number

Y – a full course
H – a half course
E – a course offered in the first term
S – a course offered in the second term
L – a suffix used to identify a course in which, for valid academic reasons, it is necessary to extend the work of the course into the term following the academic session/term in which the course is offered.

A *Required Courses*

1 NUR1017F Theoretical Foundations of Nursing
(is prerequisite to required theoretical and clinical nursing courses.)

2 Theoretical and clinical content in one selected area of concentration:
(All the following courses are half-courses.)
NUR1001L. Advanced Medical-Surgical Nursing (Theory)
NUR1011L. Advanced Medical-Surgical Nursing I (Clinical)
NUR1012L. Advanced Medical-Surgical Nursing II (Clinical)

NUR1002L. Advanced Community Health Nursing (Theory)
NUR1022L. Advanced Community Health Nursing I (Clinical)
NUR1023L. Advanced Community Health Nursing II (Clinical)

NUR1003L. Advanced Mental Health-Psychiatric Nursing (Theory)
NUR1033L. Advanced Mental Health-Psychiatric Nursing I (Clinical)
NUR1034L. Advanced Mental Health-Psychiatric Nursing II (Clinical)

NUR1009L. Advanced Parent-Child Nursing (Theory)
NUR1099L. Advanced Parent-Child Nursing I (Clinical)
NUR1100L. Advanced Parent-Child Nursing II (Clinical)

NUR1014L. Advanced Gerontological Nursing (Theory)
NUR1024L. Advanced Gerontological Nursing I (Clinical)
NUR1025L. Advanced Gerontological Nursing II (Clinical)

*Course offerings will depend on the number of requests.

3 NUR1020F. Conceptualization and Design of Nursing Research
(This course is co-requisite with the Nursing Theory Course NUR1017.)
NUR1021S. Research Methodology in Nursing.

4 THS9999Y. Thesis

B *Elective Courses*
A minimum of two full courses must be selected; normally one is selected in a graduate department other than nursing. Elective(s) may also be chosen from the following courses:
NUR1007F. Leadership and Leadership Roles in Nursing
NUR1013S. Transcultural Nursing
NUR1015F. Topics in Pathology
NUR1016S. Trends and Issues in Nursing
NUR1018S. Semiotics and Health
NUR1019F. Perinatal Physiological Adaptations

COURSE DESCRIPTIONS

All students enrolled in the clinical specialization courses participate in seminars related to core concepts and theories.

NUR1017F *Theoretical Foundations of Nursing*. A seminar course the purpose of which is to examine the nature of nursing theory and its contribution toward understanding the scope and complexity of nursing's domain. Theories of nursing such as those of Rogers, Roy, King, and Orem are examined for their logical and empirical adequacy and for their power to explain and predict nursing phenomena. Concepts critical to nursing and its practice, such as coping and adapting to health-related problems, stress and crisis and their influence on health and health behaviors, are examined.
The course is prerequisite to the advanced nursing specialty courses (theory) and the first of the advanced clinical courses.

NUR1001L *Advanced Medical-Surgical Nursing (Theory)*. The response of the adult to acute and chronic health problems. A seminar course, the purpose of which is to explore and examine the concept of vulnerability as it relates to the adult with acute and chronic health problems. The course is corequisite with Nursing 1011L and a prerequisite for Nursing 1012L.
NUR1011L *Advanced Medical-Surgical Nursing I: The Response of the Adult to Acute and Chronic Health Problems (Clinical)*. A clinical course, the purpose of which is to test the application of theory and research and to translate it, as appropriate, into nursing interventions. Each student will select an area of concentration for clinical practice. The equivalent of one day a week between January and April is utilized for clinical practice as

well as a four week concentrated experience in April–May. This course is a corequisite with Nursing 1001L and a prerequisite for Nursing 1012L.

NUR1012L *Advanced Medical-Surgical Nursing II: Issues in Clinical Care (Clinical).* A clinical course, the purpose of which is to examine clinical interrelationships for their importance in explaining and developing concepts. September to December are utilized for clinical practice. Nursing 1001L and Nursing 1011L are prerequisites for this course.

NUR1002L *Advanced Community Health Nursing (Theory).* The purpose of this course is to examine selected theories, knowledge and research studies related to health, health promotion and illness prevention which can positively influence nursing service in the community setting. Strategies and techniques in health promotion/illness prevention will be analyzed as well as opportunities for their use in nursing practice. Nursing service to individuals, families, groups, aggregates and communities will be included. Three hours class time per week. Corequisite with NUR1022L and prerequisite to NUR1023L.

NUR1022L *Advanced Community Health Nursing I (Clinical).* The purpose of this course is to provide opportunities for nurses to increase their skills in providing care to individuals and families in the community setting. The relation of theories and research to clinical practice as well as health promotion and the prevention of disease are emphasized. A minimum equivalent of one day per week and four weeks in the month of May are utilized for clinical practice. Two hours class time per week. Corequisite with NUR1002L and prequisite to NUR1023L.

NUR1023L *Advanced Community Health Nursing II (Clinical).* The purpose of this course is to provide opportunities for nurses to increase their skills in working with groups in the community. The relation of theories and research to clinical practice with groups is emphasized as well as programme planning in community health nursing. Opportunities for the development of leadership skills are provided. A minimum equivalent of one day per week. Class time two hours per week.

NUR1003L *Advanced Mental Health/Psychiatric Nursing (Theory).* The purpose of this course is to explore the theory and inter-related concepts from nursing and other disciplines which contribute to our understanding of psychiatric/mental health problems and which influence our care of persons with these problems. Corequisite with NUR1033L and prerequisite to NUR1034L.

NUR1033L *Advanced Mental Health/Psychiatric Nursing I (Clinical).* Clinical practice, concurrent with NUR1003L, which provides an opportunity for the application of theory in a practice setting. Emphasis will be on the use of self in promoting the maintenance of good health, the prevention of impaired health and therapeutic intervention with emotionally disturbed persons and their life situations. A minimum of the equivalent of one day a week and the month of May. Corequisite with NUR1003L and prerequisite to NUR1034L.

NUR1034L *Advanced Mental Health/Psychiatric Nursing II (Clinical).* Clinical practice, subsequent to NUR1003L and NUR1033L, which provides an opportunity for synthesizing theory and practice at an advanced level. A minimum of the equivalent of one day a week.

NUR1009L *Advanced Parent-Child Nursing (Theory).* This seminar course includes for study theories, concepts, and constructs related to the study of parenting and family interaction in a health context. Focus will be upon parents and children throughout the stages of family and child development. Research findings will be utilized in the enhancement of understanding and exploring issues and problems to develop an analytical approach to delivering quality nursing care to childbearing and childrearing families. The study of families will include those planning to parent, parents of healthy children, and children with acute or chronic illness, or handicapping conditions. Health promoting strategies for parents and children will be emphasized. Three hours per week; spring term. Corequisite with NUR1099L and prerequisite to NUR1100L.

NUR1099L *Advanced Parent-Child Nursing I (Clinical).* Part I – Spring Term. Theories and concepts studied in NUR1009 are tested in clinical practice. Each student will identify an area of clinical specialization in which she will focus her intensive clinical studies. The area of practice may be in hospital, home, or community. It is expected that the student will develop and articulate her theory-based practice, as well as extend her clinical knowledge. Eight hours per week; month of May; two hour seminar. Corequisite with NUR1009L and prerequisite to NUR1100L.

NUR1100L *Advanced Parent-Child Nursing (Clinical).* Part II – Fall Term. The theory-based practice will be extended in depth and scope as evidenced in clinical problem analysis, and interventive strategies with selected parents, children and families. Eight hours per week; two hour seminar.

NUR1014L *Advanced Gerontological Nursing (Theory).* An examination of gerontological and nursing theories, and of particular growth and developmental tasks to be mastered by elders. These will be addressed in the changing Canadian context. Corequisite with NUR1024L and prerequisite to NUR1025L.

NUR1024L *Advanced Gerontological Nursing I (Clinical).*

An opportunity to apply theory to the demands of the clinical setting with particular focus upon a selected patient centred clinical phenomenon for which nursing has effective responsibility. The equivalent of one day a week between January and

April is utilized for clinical practice as well as a four week concentrated experience in May. Corequisite with NUR1014L and prerequisite to NUR1025L.

NUR1025L *Advanced Gerontological Nursing II (Clinical).*
An opportunity to examine person-environment interaction in a selected health setting. The student will propose a particular focus but should be aware that the problem of excess disability imposed by caregivers and environments is important. Clinical practice 8 hours a week; two hour seminar.

THS9999Y Thesis. A research problem, related to the selected area of clinical specialization, is identified and used as the basis for designing and conducting a study, the report of which is the thesis.

NUR1020F *Conceptualization and Design of Nursing Research*
This course focuses upon the philosophy of nursing science and upon asking research questions within a nursing framework. It includes in-depth study of problem formulation and the purpose of nursing research. It includes discussion of selected designs, methods, and techniques congruent with a selected philosophy of science. Corequisite with the Nursing Theory Course, NUR1017F.

NUR1021S *Research Methodology in Nursing*
This course focuses upon the nursing research process. It includes in-depth study of sampling, principles of instrumentation and measurement principles. Principles of data management and analysis are discussed, as well as strategies for communication of findings.

NUR1007F *Leadership and Leadership Roles in Nursing*. This course is designed to examine a variety of leadership roles in nursing with particular attention to that of the clinical nurse specialist (including the function of consultant, educator and change agent). Opportunity is provided to examine theory of organization relevant to the settings in which nursing is practised. Emphasis is placed on consideration of the application of content in order to maintain or improve the quality of nursing care.

NUR1010F *Biopsychosocial Model of Health Care*. This course will trace the evolution and application of a biopsychosocial model of health and illness which is gradually replacing the prevailing dualistic and reductionistic models of health care. Contemporary psychosomatic medicine considers the complex interplay of biologic, psychologic and social systems in the development, course and management of all illnesses. Theoretical concepts, including findings from psychodynamic, psychophysiologic and psychosocial studies, will be presented and integrated with case material provided by students from their clinical practice. Particular attention will be given to the significance of biologic rhythms and the role of stress in the development of disease. The relevance of psychosocial social factors in cardiovascular, gastrointestinal, immunological, chronic pain and other disorders will be considered in detail. The impact of modern medical technology and the relationship between patients and those taking care of them will be examined from an holistic point of view.

Students will be evaluated by (1) an assigned essay dealing with theoretical issues, and (2) an in-depth clinical case report which illustrates the biopsychosocial approach.

NUR1013S *Transcultural Nursing: Concepts for Practice*. This course will explore theoretical concepts related to culture, health and illness and apply them to nursing practice in a multicultural society. Seminars will focus upon similarities and differences in health values, beliefs and practices between various ethnic groups as well as comparing these groups to the dominant society. The influence of culture and ethnicity upon health practices throughout the life cycle will be studied. Emphasis in the course will be upon issues and problems relevant to nursing practice, education and research. A small field study involving a family from another ethnocultural group is required. Two hours per week; spring term.

NUR1015F *Topics in Pathology*. This course deals with the pathophysiology of disease, mainly at the cellular level. Each topic chosen for presentation will be discussed in the context of the pertinent clinical findings and the basic mechanisms of the disease process. The lectures will cover aspects of neoplasia; inflammation and immunity; developmental malformations such as congenital heart disease; and other specific disease states such as viral hepatitis. The course is designed especially for graduate students in Nursing. One two-hour lecture-discussion per week.

NUR1016S *Trends and Issues in Nursing (Practice and Education)*. The purpose of this course is to identify and critically analyze contemporary issues in nursing in the light of social change and developments in the health field. Attention will be given to the beginnings and development of Nursing issues in practice and education.

NUR1018S *Semiotics and Health*. Major works in structural and semiotic studies will be drawn on to illuminate four fundamental arts in nursing: interpretation, translation, reconstruction of meaning, and symbolic action. Readings will include selections from C.S. Peirce, F. deSaussure, C. Levi-Strauss, N. Frye, J. Lacan and V. Turner. Key concepts will be the sign, myth and ritual. The underlying thesis of the course is that caring in nursing is attending to meaning.

NUR1019F *Perinatal Physiological Adaptations*. Implications of altered physiological functioning during pregnancy, fetal and neonatal life for perinatal nursing practice and examination of the research basis for selected nursing management strategies will be the focus of seminars. Concepts and principles from perinatal physiology, perinatal endocrinology, and perinatal pharmacology as they relate to the maternal/fetal/neonatal unit will be explored and analyzed.

Fees and Other Expenses

Students enrolling in this Faculty must pay at least the first instalment of fees on or before the opening date of the session before they can be registered.

Each session students are required to pay tuition fees as established by the Governing Council and set out in the Schedule of Fees. Tuition fees normally consist of two parts: academic fees (including instruction and library) and incidental fees (including Hart House, Health Service, athletics and student organizations). In some divisions, additional fees may also be assessed to cover such items as instruments, microscopes, and field trips.

The information that follows is intended only as a general guideline and may be superseded by that in the Schedule of Fees, which should be consulted for accurate, detailed information.

Method of Payment

In no case can a student be registered without showing the receipt for paid fees or OSAP deferment. Students may pay by mail, in person, or at any branch of the banks listed in the Schedule of Fees. Students who are eligible to register are mailed a Fees Invoice by their Faculty. This Fees invoice must be submitted with the appropriate payment according to the instructions in the Schedule of Fees. If paid by mail, fees payment should be mailed early and must reach the Fees Department at least one week prior to student's registration day.

Payment must be made by money order or cheque in Canadian funds payable to 'The University of Toronto'; all cheques *must* be certified. Cash is accepted only if payment is made in person. If paying at the bank, students should allow time for bank processing. Payment must be received in the Fees Department in time to meet any registration deadlines.

Payment Deadlines (for the Winter Session). Fees are due prior to registration and may be paid in full, or a minimum payment consisting of 60% of academic fees and 100% of incidental fees may be made as indicated in the Schedule of Fees. All accounts must be paid in full by January 15th. In order to avoid delays and long queues, students are advised to pay their fees early and by mail.

Service Charges. Beginning September 15th all outstanding balances, regardless of the source of payment, are subject to a service charge of 1½% per month compounded (19.56% per annum), calculated on the 15th of each month, and first assessed on October 15, until the account is paid in full.

Fees for Foreign Students. In accordance with the recommendations of the Government of Ontario, certain categories of students who are neither Canadian citizens nor landed immigrants are charged academic fees of approximately $8,300 per session. Refer to the Schedule of Fees for details.

Sanctions for Non-Payment of Fees. Students who have not paid their accounts in full may not receive official statements of results, transcripts or diplomas and may not reregister at the University until these accounts are paid.

Late Registration Fee. Any student who registers after the last date for normal registration in his own faculty or school is required to pay a late registration fee. Any student registering after the deadline date is required to pay a late registration fee of $35, plus $5 for each additional day.

Tuition Fee Certificates. Tuition fee certificates for income tax purposes are issued in February. It is the responsibility of the student to advise the Admissions Officer of any change or new allocation of a social insurance number. If this information is not received, tuition fee certificates may be invalid for income tax deduction. There will be a $3 charge for the preparation of duplicate tuition fee certificates.

Fees are subject to change at any time by approval of the Governing Council.

At the time of printing, fees are expected to rise.

Fees for Undergraduate Programme†

Academic fee	$1350.00
Incidental fee	$199.29
Total Fee (if paid in one instalment)	$1549.29
First instalment due on or before Opening Day	$1009.00
Second instalment due Jan. 15	$540.29*

*plus service charge

The Academic Fee includes the following fees: Tuition, Library, Laboratory Supply, Annual Examination and Certificate or Degree.
The Incidental Fee includes the following fees: Students' Administrative Council, Athletic, Health Service, Undergraduate Association, Hart House, and The Varsity.

Special students taking NUR100A and NUR104B should request the fees schedule from the Admissions Officer, Faculty of Nursing.

†Canadian Citizens, Permanent Residents, exempt foreign students.

Special Fees

*1	PSL226Y lab fee (subject to change)	$7.00
2	Supplemental examination fee:	
	per course	$25.00
	additional outside centre fee	$10.00
3	Advanced Standing Examination Fee (per sitting):	$40.00
4	Late Registration Fee:	$35.00
	For each additional day:	$5.00
5	Late Course Confirmation Fee: per day:	$5.00
6	Certified copy of student's record:	$5.00
	additional copies	$2.50
7	Duplicate Tuition Fee Certificates – each:	$3.00
8	Petition for examination re-read	$10.00

Fees for Part-time Students†

For a course in any one subject for the session

Academic Fee (per full course)	$270.00
Incidental Fee (payable once per session)	$37.50
Total	$307.50

Uniforms

Students will provide their uniforms for hospital experience. In addition the student will need a pair of white oxfords and two white laboratory coats. Details and advice are available at registration. The cost of these items is approximately $250.

*Collected in class.

†Canadian citizens, permanent residents, exempt foreign students.

Housing Information

Approximately two-thirds of the university's full-time students live at home in Toronto, and the balance are divided equally between those who arrange off-campus accommodation with the assistance of their campus Housing Service and those who live in a university residence.

On all three campuses, housing services include a registry of listings provided by city landlords and students advertising available rooms, and occasionally flats, in shared houses located about 30 minutes travel time from classes. New arrivals refer to these listings as they would a newspaper's "classified" section, making rental arrangements *in person* while they stay in temporary accommodation which is also listed at their Housing Service. It is advisable to rent long-term housing from August 1st or October 1st and avoid the popular September 1st occupancy date. Such housing is normally arranged two weeks in advance of a desired occupancy date. To gain access to the St. George campus registry in the downtown area, where student demand from several institutions is high, evidence of current or prospective affiliation with the University of Toronto (student I.D. card or offer of admission) is required.

The University Housing Service on the St. George campus maintains lists of off-campus residence-style housing such as Tartu and Campus Co. Inc., as well as a list of traditional, co-op, and fraternity dwellings located in the downtown area all of which operate independently of the university but give priority to post-secondary students. The University Housing Service also acts as an admissions office for the Married Student Apartment complex which is primarily for full-time students and their dependent children.

More information can be obtained from the University of Toronto Housing Service, Koffler Student Services Centre, 214 College Street, Toronto, Ontario M5S 1A1 (416) 586-8045.

Campus Co-operative Residence Incorporated

Campus Co-op is a student-owned and -operated organization offering accommodation for graduate and undergraduate students in 27 houses near the University. Residence Divisions housing 240 students in single and double rooms include full board, while Apartment Divisions with 65 spaces are mainly single rooms with shared kitchen facilities to prepare one's own meals. Non-co-opers are invited to take their meals in the Co-op dining halls. Since the University of Toronto has no official connection with Campus Co-op, all enquiries should be addressed to: Campus Co-operative Residence Incorporated, 395 Huron Street, Toronto, Ontario M5S 2G5, 979-2161.

New College

The establishment of New College, which is open to students of all faculties, makes it possible for

Faculty of Nursing students to become members of a college. Membership in a college is not obligatory, except for resident students in New College.

Students entering Year I will receive application forms for New College membership along with their offers of admission to the Faculty. A college fee of $24 is required of all students accepted for membership at New College. Fees are subject to change.

New College is a multi-faculty college the membership of which includes students from all divisions of the University. Because such a wide range of subject interests is represented, membership in New College can be an education in itself. It is a spirited and challenging environment in which students have the opportunity to broaden their experience through meeting others in different fields. The College reflects, on a more personal level, the variety and interaction of the University as a whole.

College facilities and residences are housed in the same buildings to bring together all students and staff of the College. The academic and social facilities include the Donald G. Ivey Library, reading rooms, classrooms, common rooms, a large dining hall and two snack bars, music practice and stereo listening rooms.

New College offers a number of courses which may be of interest to professional faculty students as electives. In addition, College members may take advantage of the Writing Laboratory (for help in preparation of assignments and reports) and the Tutoring Centre (for individual help with problems). A limited number of scholarships and bursaries are available to College members.

Students entering Year I who indicate an interest in residence will receive a general residence application from the Office of Admissions. Students entering higher years who wish to enter the residence or join the College as non-resident members should apply to the Dean of Women or the Dean of Men, New College.

1. Office of the University Ombudsman

The Office of the University Ombudsman has been created as part of the University's commitment to ensuring that, in spite of its size and complexity, the rights of its individual members are protected. A University Ombudsman has been appointed to investigate grievances or complaints against the University, or anyone in the University exercising authority, from any member of the University – student, faculty, or administrative staff. The Ombudsman assists in resolving grievances or complaints, and can recommend changes in academic or administrative decisions where this seems justified. In handling a grievance or complaint, the Ombudsman has access to all relevant files and information, and to all appropriate University officials.

The Ombudsman also provides information to members of the University about their rights and responsibilities, and the procedures to follow in order to pursue whatever business or complaint they may have.

All matters dealt with by the Ombudsman are handled in a strictly confidential manner unless the individual involved approves otherwise. The Ombudsman is independent of all administrative structures of the University, and is accountable only to the Governing Council.

In setting up the Ombudsman's office, a special effort has been made to ensure that its services are readily accessible to all members of the University. The office is located at 16 Hart House Circle, just south of the SAC building. Members of the University at the Erindale and Scarborough Campuses may arrange to meet with the Ombudsman at their respective campuses or at the St. George Campus, whichever is more convenient.

For information, advice, or assistance, contact the Office of the University Ombudsman, University of Toronto, 16 Hart House Circle, Toronto, Ontario, M5S 1A1, 978–4874.

2. Services to Disabled Persons

A Co-ordinator is available to provide personal support and liaison with academic and administrative departments on campus and with agencies off-campus, and to organize volunteers to assist in various ways.

The University is committed to making a major improvement in the accessibility of buildings, programmes and services over the ten-year period 1981–1991.

There are devices to aid print-handicapped students on all three campuses and personal amplification systems to aid hard-of-hearing students for loan from the Co-ordinator.

The office is located in the Koffler Student Services Centre, 214 College Street, Toronto, Ontario M5T 2Z9; (416) 586-8060 (also TDD).

3. Health Service

The University Health Service offers comprehensive office-consulting facilities in general medicine, psychiatry and athletic injury. Contraceptive information, advice and prescription are readily available. The service will also try to advise appropriate referral if necessary.

To cover the cost of hospital care and of medical services not available within the Health Service, or required when the student is away from campus, the University requires all students to have the Ontario Hospital Insurance Plan (OHIP) or equivalent insurance coverage. Services rendered to uninsured persons are charged at normal rates.

Students resident in Ontario for one year may be eligible for assistance in the payment of their premiums. Ontario citizens may be covered by their parents' insurance until their 21st birthday but must then apply within thirty days for their own insurance in order to maintain continuity of coverage.

For foreign students coming as landed immigrants or on a student visa for one full academic year, the OHIP plan may be purchased and becomes effective on the first day of the month following submission to OHIP of a completed application form. Visa students are not eligible to apply for this coverage until actually residing in the Province. Application must be made within 30 days of arrival in Canada, otherwise there will be a three-month delay in date of coverage.

Application forms for OHIP and for Premium Assistance are available at the Health Service.

Assistance of up to $200 is provided for the repair of dental injuries to previously sound teeth incurred during participation in organized University athletics.

The Health Service is located in the Koffler Student Services Centre, 214 College Street. Hours: Monday–Friday, 9:00 a.m. to 5:00 p.m. Telephone number: 978-8030. Appointments may be made. A physician is on call after hours and on week-ends.

4. Career Centre

The Career Centre provides career counselling and employment services to students, graduates and recent alumni. Career counsellors are available to assist students in the investigation of careers and clarification of goals in addition to the development of employment-related skills. The Career Resources Library will prove a valuable resource to students in the formulation of career plans and in their search for employment. It includes undergraduate and graduate calendars for universities and colleges in Canada, the U.S. and overseas, as well as a wealth of information on occupations, career planning and related subjects. Resources to help the job-seeker are extensive and include market research reports and information on potential employers. During the academic year, the Centre sponsors a series of career talks at which people from the professions and other fields discuss their career areas. Permanent employment is available to graduating students through the on-campus recruitment programme which begins in September and runs until March. After that recent graduates may seek employment through the Permanent Job Registry. Summer and part-time jobs are also posted at the Centre. Seminars on all aspects of the job search are held regularly at the Centre and various other campus locations.

The Centre is located in the Koffler Student Services Centre, 214 College Street.

Counselling and Learning Skills Service (CALSS)

The Counselling and Learning Skills Services provides personal counselling within the University for individuals and couples. The Service also conducts seminars, clinics, and workshops on learning skills and other selected topics. The workshops focus on such subjects as attention and concentration, examination preparation, textbook reading, and notetaking. There are also individual and group workshops for students whose nervousness and anxiety interferes with their performance when writing tests and examinations.

The services offered by this office are available to all students. There is no charge for service and all discussions are strictly confidential. For further information, contact 978-7970, or visit the office which is located in the Koffler Centre, 214 College Street.

Scholarships, Prizes, Bursaries and Loans

Ontario Student Assistance Programme

The Ontario Student Assistance Programme (OSAP) is available to students who are Canadian citizens and permanent residents to assist them in meeting their educational costs. OSAP includes both non-repayable grant and loan assistance. OSAP loans are interest-free and non-repayable until six months after the recipient has graduated or ceased to be a full-time student. Information concerning the eligibility and assessment criteria may be obtained from the Office of Student Awards, University of Toronto. Application forms are available from the Faculty of Nursing Business Office and from the Office of Student Awards.

Students from other Canadian provinces should apply through their provincial financial aid authority. The Office of Student Awards can provide addresses and, in many cases, application forms.

The Office of Student Awards also co-ordinates the Ontario Work/Study Plan which assists needy students by providing on-campus part-time employment. Work/Study positions, which are designed to offer valuable academic or career experience as well as financial aid, are normally limited to students who have completed their first year.

Part-time Students

Part-time students may also qualify for OSAP assistance. However, the following programmes may be of greater benefit in certain situations.

The Federal Government has established a loan programme for part-time students taking less than 60% courseload. Unlike OSAP loans, part-time Canada Student Loans are repayable beginning 30 days after the loan is negotiated. Further information and application forms may be obtained from the Faculty of Nursing Business Office or from the Office of Student Awards.

The Ontario Special Bursary Plan provides assistance to part-time students in serious financial need. Bursaries cover direct educational costs such as tuition, books, and transportation. Students wishing to apply should contact the Office of Student Awards.

ADMISSION SCHOLARSHIPS

Undergraduate Programme

The University of Toronto seeks to recognize the most outstanding first-year admission applicants by awarding University Open Admission Scholarships. These scholarships may be held in any program of study at the University for a total of four years, provided 'A' standing is maintained. The value of these scholarships is at least $1,600 per year, but may vary. Approximately the top 150 students entering the University can expect to receive Open Scholarships.

The University offers National Book Awards to Canadian secondary schools. The school selects its most outstanding graduating-year student to receive a Book Award. The student is then eligible for consideration for a University of Toronto National Admission Scholarship. Five National Scholarships are awarded to students across Canada. The scholarships have a value of $5,000 per year for four years, and include free residence for the first year.

Ontario secondary school students should contact their high school guidance offices for scholarship applications and information. All other students should write to the Office of Student Awards, University of Toronto

The following scholarships and bursaries are tenable only in the Undergraduate Programme of the Faculty of Nursing:

Manuel and Anne Belle Pusitz Admission Scholarships From interest on the bequest of Dr. Manuel E. Pusitz. Awarded to two students entering Year I of the Undergraduate Programme for outstanding academic performance in the Ontario Secondary School courses prescribed for admission to the Faculty. Value: approximately $1000 each.

Kathleen Russell Admission Scholarship Bequest of Miss Elsie Watt, awarded to a student entering Year I of the Undergraduate Programme for outstanding academic performance in the Ontario Secondary School courses prescribed for admission to the Faculty. Value: $1800.

Barbara Cody Admission Scholarship, M. Jean Wilson Admission Scholarship From the Governing Council of the University of Toronto. Awarded to two students entering Year I directly from secondary school who have obtained a Grade XIII (or equivalent) average of at least 85%. Value each: $1,000.

Alumni Association Admission Scholarship for Registered Nurses The Faculty of Nursing Alumni Association offers an admission scholarship to a graduate of a diploma nursing program who has been offered admission to the undergraduate program as a full-time student. Selection is based on leadership potential as well as involvement in activities and organizations related to nursing. Applications are available from the Secretary, Faculty of Nursing. Value of award: $1,000.

IN-COURSE AWARDS AND LOANS

Undergraduate Programme

1. Faculty of Nursing Incourse Scholarships
(**a**) *In order to compete for the following four in-course scholarships, a student must carry a regular programme load, as described on page 20, during the winter session.*

Florence Emory Prize From interest on the bequest of Athol L. Cherry. Awarded for excellent academic performance in Year III. Value: $100.

Alice Girard Prize Awarded in the final year to a registered nurse. Consideration will be given to both academic performance and demonstrated ability and evidence of success in the nursing field. Value: approx. $150.

Nora J. Greenslade Prize Awarded to a student with outstanding achievement in the final year who has demonstrated the pursuit of excellence in both the academic and clinical areas. Value: approx. $50.

Kathleen Russell Scholarship Bequest of Miss Elsie Watt. Awarded for excellent academic performance in Year I and Year III. Value each: approx. $900.

(**b**) *Both regular and irregular programme students may compete for the following scholarships. To be eligible for consideration, irregular programme students must carry a minimum credit course load as follows, during the winter session:*

Year I	6.5
Year II	5.0
Year III	5.5.

Bloorview Childrens Hospital Foundation Undergraduate Award Awarded to a student in the final year of the Bachelor of Science in Nursing Programme who has an interest in working with physically disabled children/young people in long-term care in Canada. Value: $800. Completed applications must be submitted to the Faculty Secretary, Faculty of Nursing, by June 15 of the applicant's third year.

Manuel and Anne Belle Pusitz Incourse Scholarships From interest on the bequest of Dr. Manuel E. Pusitz. Values are stated in percentages of the Undergraduate Programme portion of the annual income. Approximate values for 1988 are as follows:

Year I:	two at $650
	one at $500
Year II:	two at $650
	two at $500
Year III:	one at $650
	two at $500.

Queen Elizabeth II Toronto Sesquicentennial Scholarship in Public Health Nursing Established by the City of Toronto Council to commemorate the 1984 visit of Her Majesty Queen Elizabeth II to Toronto. Awarded to the Year IV student deemed most likely to contribute to Public Health Nursing and most deserving of such assistance. Candidates must rank in the upper half of their Year III class and have carried a minimum credit course load of 5.5 during the winter session. Preference will be given to candidates who are proficient in a language besides English and whose intent is to work with multicultural families. Value: $5,000.

Completed applications must be submitted to the Secretary, Faculty of Nursing, by early September of Year IV. Students are advised to obtain the applications by early April of Year III.

2. Other Incourse Awards
Frances Jeckell Crozier Award Presented to a member of the graduating class who, in the opinion of Faculty members and peers, combines a rich blend of scholastic competence, involvement in the activities of Faculty and a concern for people.

Ada Flaxman Loan Fund Bequest of Dr. Claire Clausen in memory of his wife, Ada Flaxman, a graduate of the Toronto General Hospital School of Nursing. Loans are available to students in all years of the Undergraduate Programme who demonstrate financial need. Apply through the Secretary, Faculty of Nursing.

Kellogg Loan Fund Short-term loans are available to students in the two final years of the Undergraduate Programme who demonstrate financial need. Apply through the Secretary, Faculty of Nursing.

Faculty of Nursing Alumni Bursaries Available to students demonstrating financial need, registered in the Faculty of Nursing in a full-time programme. Application may be made at any time through the Secretary, Faculty of Nursing.

Medical Personnel Pool Award for Clinical Excellence Awarded to the student graduating from the undergraduate programme with the highest academic standing in NUR402Y (the Year IV clinical course) value: $250.

Old Fashioned Home and Health Care Services Award for Clinical Excellence To be awarded to the student completing Year III with the highest standing in NUR303B (the Year III block clinical experience). Value: $300.

James H. Rattray Memorial Bursaries Awarded in second and higher years on the basis of scholastic ability and financial need. Application may be

made at any time through the Secretary, Faculty of Nursing. Value: $200.

University Incourse Bursaries Bursaries ranging in value from $200 to $700 are awarded on the basis of need to students who encounter financial difficulties during the school year. Application forms are available from the Faculty Secretary.

***University of Toronto Alumni Loan Fund** An emergency loan fund available to full-time undergraduate students in their second and subsequent years, and to graduate students. Apply to Alumni House, 47 Willcocks Street, Toronto, Ontario M5S 1A1.

Johnson and Johnson Nursing Leadership Award Awarded annually to a graduating member of the Canadian University Nursing Students Association who has made an outstanding contribution to the advancement of the nursing profession. Selection will be made on the basis of leadership qualities and dedication to nursing shown by the candidate while he/she is a member of CUNSA. Applications are available from CUNSA delegate, and must be submitted to the CUNSA vice-president by early November of Year IV. Value: $1,000.

For Registered Nurses Only

Alumni Association Scholarship for Registered Nurses (see Admission Scholarships, p. 32).

***Canadian Nurses Foundation Awards** The CNF study awards, valued in 1986–87 at $1500 at the Baccalaureate level, $3,000 at the Master's level and $4,500 at the Doctoral level, are available to registered nurses who are members of the Canadian Nurses Foundation and Canadian Nurses Association, and who are full-time students in a baccalaureate programme in Nursing or a Master's or Doctoral degree programme. Awards are based on excellence, and consideration will be given to: intellectual ability, performance in nursing, ability to work effectively with others, potential for contribution to nursing, and career plans. Application forms are available after November 1, and must be postmarked by April 15. There is a non-refundable $40 application fee. For further information, write: Assistant Secretary-Treasurer, Canadian Nurses Foundation, 50 The Driveway, Ottawa, Ontario, K2P 1E2.

*Bursaries and loans described on pages 34, 35 and 36 and marked with an asterisk, are also available to graduate students. For further information on awards or fellowships available for graduate study, please consult the School of Graduate Studies Calendar.

Dorothy M. Percy Scholarship Awarded to an experienced registered nurse showing leadership potential and planning to enter the service field. Apply by February 15 to the Secretary, Faculty of Nursing. Value: $500.

***Florence J. Potts/Anne Blair Shuttleworth Bursaries** Awarded to a registered nurse, with a minimum of one year's nursing experience, for full-time university study at the undergraduate or Master's level. Preference will be given to members of H.S.C. Nursing Alumnae Association. When there are no Alumnae applicants, consideration will be given to applicants currently on staff at H.S.C. Apply to the Alumnae Association, School of Nursing, The Hospital for Sick Children, c/o Mrs. Elizabeth Walker, 89 Elizabeth St. S., Brampton, L6Y 1R3. Deadline for application is May 1.

***The Royal Victoria Hospital School of Nursing Alumnae Association Bursary, The Jean Allison Memorial Bursary, The Marion Copp Memorial Bursary** Available to graduates of the Royal Victoria Hospital School of Nursing, accepted in an approved university programme. Value: $1,000–$1,500 each. Apply before March 31 to: Alumnae Office, Room H455 687 Pine Avenue W., Royal Victoria Hospital, Montreal, Quebec H3A 1A1.

RNAO Permanent Education Fund This special program provides assistance to registered nurses who want to further their education at or beyond the baccalaureate (degree) level and for short courses. Value: up to $2,000. Contact: Administrative Assistant, Project Outreach, RNAO, 33 Price Street, Toronto, Ontario, M4W 1Z2. Phone: 923-3523 or toll free, 1-800-268-7199.

Saint Elizabeth Visiting Nurses' Association of Ontario Bursaries Saint Elizabeth Visiting Nurses' Association Bursaries are awarded to registered nurses entering the final year of the B.Sc.N. programme. Employment commitment. Apply to the Director of Nursing Service, 600 Eglinton Avenue E., Suite 300, Toronto, Ontario, M4P 1P3.

Sunnybrook Volunteer Association Bursary Bursaries are available for study in nursing programmes. Open to nursing staff at Sunnybrook Medical Centre. The applicant must demonstrate leadership potential, and plan to spend one year on staff at Sunnybrook Medical Centre after graduation. Applications are available from the Nursing Office, Sunnybrook Medical Centre, Toronto, M4N 3M5.

St. John Ambulance Bursaries Bursaries from the St. John Ambulance (Margaret MacLaren Memorial Fund) will be awarded, for full time study in Canada, to student nurse applicants entering

diploma programs or advancing their nursing education in Baccalaureate programs. Bursaries from this fund may also be awarded to experienced Registered Nurses for study at the Masters level in the field of Community Nursing, Public Health, or equivalent. Preference will be given to qualified applicants who are volunteers with St. John Ambulance.
Application forms should be obtained by the individual applicants by writing to the Provincial Council of St. John Ambulance in their province of residence. Requests for these forms must be made after January 1st of each year. Completed application forms should be returned to the appropriate Provincial Council of St. John Ambulance not later than April 1st of each year (March 15th for the Province of Quebec).

Victorian Order of Nurses for Canada Awards Awards of up to $3,500 may be awarded to registered nurses enrolled at a Canadian university in the final year of a basic or post-basic degree programme related to a health service(s) or an administrative occupation. Negotiated position with VON required to qualify. For information, write to: Carole Préfontaine-Adolph, Director, Human Resources, V.O.N. for Canada, 5 Blackburn Avenue, Ottawa, Ontario, K1N 8A2.

White Sister Apparel Inc. Jules Stucken/RNAO Scholarship Baccalaureate in Nursing This program is available to an RNAO member studying at the Baccalaureate level and is awarded at the RNAO Annual Meeting. The amount of the Scholarship is $2000. For details contact: Administrative Assistant, Project Outreach, RNAO, 33 Price Street, Toronto, Ontario, M4W 1A2. Phone 923-3523 or toll free 1-800-268-7199.

Graduate Programme

Bloorview Childrens Hospital Foundation Graduate Award An annual award of $1500 is offered to a student who: (1) is entering the second year of the Master of Science in Nursing programme, and (2) has a clinical interest in physically disabled children and young people and in long term care in Canada. This interest must be reflected in the research undertaken for the student's thesis.

Applications must be submitted by March 31 to the Chairman of the Awards Committee, Graduate Department of Nursing.

Canadian Heart Foundation Nursing Research Fellowship For nurses undertaking research in the cardiovascular or cerebrovascular fields leading to a Master's or Doctoral degree. Applications should be made to the Canadian Heart Foundation, Suite 1200, 1 Nicholas Street, Ottawa K1N 7B7, by September 15.

Canadian Nurses' Respiratory Society Fellowships and Research Grants For Master's or post-Master's study in the clinical specialty of respiratory nursing in an approved programme. Application should be made to The Canadian Lung Association, 75 Albert Street, Suite 908, Ottawa K1P 5E7, before November 1.

****Dean's Society Graduate Fellowship** An annual award of $8000 offered in the fall of each year. Recipient must be a full-time student with high academic achievement. Preference may be given to a second year student. No formal application necessary.

Faculty of Nursing Alumni Graduate Emergency Bursary Awarded on the basis of academic performance and financial need to a student registered in the School of Graduate Studies, Department of Nursing, University of Toronto. Applications are made to the Chairman of the Awards Committee, Graduate Department of Nursing, Faculty of Nursing. Value: up to $500.

****Florence Emory Fellowship** Award of $3,500 is offered by the Faculty of Nursing Alumni Association to a student who has been accepted for full-time registration in the Master of Science in Nursing programme who intends to work in nursing following graduation and who is in need of financial assistance. Apply not later than March 31 to the Chairman of the Awards Committee, Graduate Department of Nursing, Faculty of Nursing.

Maurice Legault Fellowship in Clinical Cancer Nursing Awards are offered by the Canadian Cancer Society to assist nurses to gain the special skills necessary in caring for cancer patients and to encourage nurses to pursue a career in oncological nursing. For information and application forms, write to the Canadian Cancer Society, National Office, 77 Bloor Street West, Suite 1702, Toronto, M5S 3A1.

The National Health Research and Development Program (NHRDP) Supports health research and related scientific activities relevant to the attainment

*Bursaries and loans described on pages 34, 35 and 36 and marked with an asterisk, are also available to graduate students. For further information on awards or fellowships available for graduate study, please consult the School of Graduate Studies Calendar.

**Fellowships and scholarships described on pages 35 and 36 and marked with a double asterisk are administered through the School of Graduate Studies and therefore have the additional eligibility requirement of a B+ average in the applicant's final two years of study.

of national objectives in the health field, including topics of special interest to provincial and municipal health authorities. The Program is designed to encourage and support research and development projects, studies, demonstration projects and the formulation of research protocols in the areas of health services and public health. Particular emphasis is currently placed on research dealing with the organization and delivery of health care; illness prevention and health promotion; the assessment of genetic, socio-cultural and environmental health risks; the health of Native peoples, rehabilitation; population immune status and communicable disease control; and the dissemination of health services research outcomes. In addition to research, the Program provides support for the training and career development of health researchers in selected disciplines associated with public health, and offers limited contributions toward the cost of health research oriented workshops and conferences. For further information, write to Extramural Research Programs Directorate, Health Services and Promotion Branch, Health and Welfare Canada, Ottawa, Ontario K1A 1B4.

****Ontario Graduate Scholarship** The Government of the Province of Ontario offers a number of Graduate Scholarships. Applicants must have a high level of academic achievement with first-class standing in their major subject areas. Applications and related required documents must be submitted in the early fall for the *subsequent* academic year. Further information may be obtained from the Chairman of the Awards Committee, Graduate Department of Nursing, Faculty of Nursing, University of Toronto.

Ontario Ministry of Health Awards are available to Master's and Doctoral degree candidates for research training in clinical or community health areas. For information and application form, write to Supervisor, Grants Administration, Policy Development and Research Branch, Ministry of Health, Hepburn Block, 8th Floor, Queen's Park, Toronto, M7A 1R3.

****Heart and Stroke Foundation of Ontario** Three fellowships of $3,000 are offered to nurses who have been accepted for full-time registration in the graduate programme leading to the degree of Master of Science in Nursing. Candidates must have a serious intention of practising in cardiovascular or cerebrovascular nursing in Ontario following graduation. Applications must be submitted by March 31 to the Chairman of the Awards Committee, Graduate Department of Nursing, University of Toronto, Faculty of Nursing.

****The Manuel and Anne Belle Pusitz Graduate Scholarship** Competition for this scholarship is open to students who: (1) demonstrate financial need; (2) have demonstrated successful achievement in the Master's programme; (3) are re-enrolling in the Department of Nursing for full-time study. Preference may be given to an international student. The value is dependent upon income from the trust. Approximate value: $3,000. Apply not later than March 31 to the Chairman of the Awards Committee, Graduate Department of Nursing.

RNAO Fellowship for Graduate Study (available to RNAO members) This fellowship is available for those who are pursuing studies at the Master's or Doctoral level and is awarded at the RNAO Annual Meeting. Two Fellowships are being offered at a value up to $3,000 each. Contact: Administrative Assistant, Services Project Outreach, RNAO, 33 Price Street, Toronto, Ontario, M4W 1Z2. Phone 923-3523 or toll free 1-800-268-7199.

Gordon E. Richards Fellowships Awards are offered by the Ontario Division of the Canadian Cancer Society for the purpose of completing or improving the training of persons who are or will be active in the field of cancer research either in clinical research, in diagnosis, or in the care and treatment of patients. Apply to the Executive Director, Ontario Division, Canadian Cancer Society, 1639 Yonge Street, Toronto, M4T 2W6.

****University of Toronto Open Graduate Fellowships, 1988–89** Available to full-time Master's and Doctoral degree students. A student's application for admission with required documentation must have been filed with the School of Graduate Studies by February 1, 1988. Awards are made on the basis of academic merit. Currently-registered students must have applied for a provincial or federal scholarship to be eligible for University of Toronto Open Graduate Fellowships.

Victorian Order of Nurses for Canada Awards of up to $7,000 may be awarded to assist nurses in completing Master's preparation in an approved area of study. Nurses with a particular interest in care of the elderly and chronically ill, research methodology, or health administration are given first consideration. Negotiated position with VON required to qualify. For information, write to: Carole Préfontaine-Adolph, Director, Human Resources, V.O.N. for Canada, 5 Blackburn Avenue, Ottawa, Ontario, K1N 8A2.

White Sister Apparel inc., Murray Rossman/ RNAO Scholarship Graduate Level This Scholarship is available to an RNAO member studying at the Master's or Doctoral level and is awarded at the RNAO Annual Meeting. The amount of the Scholarship is $2000. For details contact: Administrative Assistant, Project Outreach, RNAO, 33 Price Street, Toronto, Ontario, M4W 1A2. Phone 923-3523 or toll free 1-800-268-7199.

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